



SCF BOARD SERVICE DUTIES & EXPECTATIONS

Thank you for considering board service with Solano Community Foundation. This document provides questions and answers that prospective members may wish to consider prior to making a commitment to serve on the Foundation's Board. It also outlines the expectations, duties and responsibilities, and level of commitment required of service.

Solano Community Foundation's Mission

Solano Community Foundation is dedicated to building a stronger community and enhancing the quality of life in Solano County through the support of philanthropic activities that make a deep and lasting positive impact.

- * As a grantmaker, we award grants and scholarships to improve the lives of Solano County residents.
- * As a vehicle for philanthropy, we encourage private giving for public good.
- * As a community leader, we inspire, educate, and cultivate a spirit of philanthropy.
- * To respond to changing needs, we promote community involvement and collaboration.

As you consider joining the SCF board, please ask yourself these questions:

1. Is SCF the right cause and organization for me?

As you consider joining our board, ask yourself whether you truly feel strongly about the type of work that the organization does and the people it serves. Since, as a board member, you'll be investing not only money but time and energy, ask yourself whether the organization is good risk as an investment.

2. Can I work with this board at this particular stage in its organizational life?

Board service may be fairly smooth with a few bumps, while at another time, board service may involve a hair-raising roller coaster ride (of course, an unexpected event can throw any board for a loop). What about the diversity of the board; does it represent the stakeholders in the community? Are you prepared to roll up your sleeves and get to work with the other board members, or do you want to serve on a board that has worked out all of its challenges and you learn about board work in a deliberate way before diving in?

3. What contributions can I, and will I make to this organization?

What skills, contacts, and perspectives do I have that will be useful to this organization? How, specifically, will the board use what I can bring? Often some talents and contacts never seem to get utilized by boards; how important is that to me?

4. Do I believe in this organization enough to introduce my friends to it?

Does your network include dozens of influential community leaders? Are you willing to share that information with the Board to further develop the organization?

5. What do I want to get out of being on this board?

Board members who plan and ask for what they want while performing board service will contribute more, as well as gain more. If one of your reasons for joining a board is to meet new people, and learn more about ways to build your knowledge and level of involvement, volunteer to help any way that makes sense. Make your intentions known and then put in the time it requires.

Duties & Responsibilities

The SCF Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances, sets policies in accordance with current bylaws, and helps create long term strategies and development priorities for programs. Additionally, the Board oversees the performance of the Chief Executive Officer, who is responsible for day-to-day administration, management, and operations. Board members of the Foundation are expected to contribute their marketing, management, legal, financial, and leadership skills and knowledge as needed to ensure long term organizational stability, growth, and capacity-building efforts.

Board Member responsibilities include attending all Board meetings as scheduled (and preferably in-person), at the Foundation, and serving on at least one committee. While serving on a committee, members may communicate by phone and email prior to attending committee meetings. Board members also hold a fiduciary responsibility for overseeing the prudent management of organizational assets and ensuring appropriate filings (tax and other administrative requirements) with federal, state, and local authorities are consistent with the Foundation's status as a 501(c)(3) nonprofit organization.

Level of Commitment

SCF's Board meeting attendance policy allows for removal due to excessive absences. Any Director missing three scheduled meetings in a row will be asked to discontinue their service. The Board of Directors is made up of between six and eighteen voting members. A quorum is achieved when half of the sitting Board plus one member is present. Members must agree to serve a two year term. A maximum of three consecutive 2-year terms is allowed.

Board service requires a time and energy commitment that should not be underestimated. Candidates are urged to consider personal and professional priorities for the next year when deciding how they will contribute their time to the development of the organization.

We seek 100% participation from our Board to support general operations. Members are asked to make an annual cash donation of *at least* \$100 to any fund, at anytime during the calendar year.

Expectations

In performing my role as a Board Member —

1. I will promote and support the Foundation's work and value to the community to my contacts.
2. I will attend at least 90% of the scheduled board meetings in person and represent the Foundation's interests at least two social events annually (mixer, fundraiser, presentation, etc.)
3. I will make a personal financial contribution at the minimum level or higher.
4. I will actively participate in one or more fundraising activities or special events annually.
5. I will actively serve on one or more standing committees.
6. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest, or a perceived conflict of interest.
7. I will perform my fiduciary and legal responsibilities to the highest standard, always making compliance with state and federal regulations a priority.

8. I will stay informed about what's going on within the Foundation, and in the nonprofit community at large by asking questions and requesting information.
9. I will participate in Board discussions and take responsibility for making informed decisions on issues, policies, and other board matters that impact the Foundation and its mission.
10. I will work in good faith with the CEO, staff, and other board members as respected partners in achieving Foundation goals and priorities.

In the performance of my role as a Board member the organization will ensure that —

1. I will receive two initial orientation sessions; one with the CEO and one with the current Chair of the Board of Directors. I may request training/information sessions as needed.
2. I will be sent, without request, quarterly financial reports, and updates of organizational activities that allow me to act as a “prudent person” in my legal and fiduciary roles and perform my responsibilities as a board member.
3. Opportunities will be offered and available to me at each regular meeting to discuss with the CEO and the Board Chair the organization's programs, activities, and status; additionally, I can request information needed for discussion during committee meetings.
4. The organization will help me perform my duties by keeping me informed about issues in the community that I need to know about; and will offer me opportunities for professional development as a board member.
5. Board members, CEO, and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities as a Director for this organization.
6. If the organization is not fulfilling its commitments to me, I can call on the Board Chair and Chief Executive Officer at any time to discuss expectations, roles and responsibilities.

Resources available to prospective members:

- Browse the Foundation's website at: www.solanocf.org. Current leadership information can be found under the “About Us” heading on the SCF website.
- Contact the Chief Executive Officer (Connie Harris) at ceo.harris@solanocf.org with questions about Foundation assets, operations, staff, programs and scheduling.
- Contact the Board Chair (Henry Beecher) at henrycbeecher@gmail.com if you would like to discuss Board service and responsibilities in general.

Application & interview process:

- Complete the SCF Board Member Application Form and attach your résumé (or CV).
- Submit your application to the CEO or Board Chair by email, or by regular mail to the Foundation. Applications may also be hand-delivered.
- Applicants will be contacted by the CEO to set up an introductory meeting with the CEO and one or more Boardmembers.
- An applicant will be invited to attend a second interview prior to, or shortly after a vote to nominate is made during a regular Board meeting.
- Following a vote to accept, the new Director will join the Board during their next regular meeting.