

Kiwanis of Nashville Foundation Board Member Expectations

As members of the Nashville of Kiwanis Foundation Board of Directors, we affirm the expectations outlined here and strive to perform accordingly. These expectations are clearly articulated during the strategic board recruitment process. We accept the candidate as a nominee or appointee only after s/he has agreed to fulfill these expectations. And, by accepting nomination or appointment, each of us confirms that this board service is one of his/her top volunteer and giving commitments and will sign and uphold an annual Commitment Pledge.

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of the Kiwanis of Nashville Foundation.
2. Work with fellow Board members to fulfill the obligations of Board membership as articulated in the job description of the Board of Directors, in these performance expectations, and in keeping with all other policies.
3. Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
 - a. Focus on the good of the Kiwanis of Nashville Foundation, independent of personal agenda, self-interest, or the influence of others.
 - b. Maintain confidentiality of committee, board, and Kiwanis of Nashville Foundation work unless authorized otherwise.
 - c. Support Board decisions once these are made.
 - d. Participate in appraisal of own performance and the performance of the Board and its committees.
 - e. Support the Kiwanis of Nashville Foundation's policies and procedures for conducting business.
4. Regularly attend Board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
5. Keep informed about the Kiwanis of Nashville Foundation and Kiwanis of Nashville Club activities, issues, and connection to the community through active participation within the Kiwanis of Nashville Club and conscientious connection outside the Kiwanis of Nashville Foundation.
6. Help support the charitable contributions operation of the Kiwanis of Nashville Foundation. Specifically:

- a. Reach into diverse communities and help identify and cultivate relationships to support the Kiwanis of Nashville Foundation as donors, volunteers, and advocates.
 - b. Give an annual financial contribution to the best of personal ability. Consider this Kiwanis of Nashville Foundation one of your top 2 – 3 charitable commitments. If the Kiwanis of Nashville Foundation launches a special program or activity, give to that, too.
 - c. Participate in the fund development by taking on various tasks tailored to your comfort and skills.
- 7. As appropriate, use personal and professional contacts and expertise to benefit the Kiwanis of Nashville Foundation, without compromising ethics or trespassing on relationships.
 - 8. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
 - 9. Inform the Board of Directors of the Kiwanis of Nashville Foundation of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
 - 10. Respect the authority of the chief executive officer and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
 - 11. Agree to step down from Board position if unable to fulfill these expectations.

2016 Kiwanis of Nashville Foundation Board Service Commitment Pledge

Recognizing the important responsibility that I am undertaking in serving as a member of the Kiwanis of Nashville Foundation Board of Directors, I hereby pledge to carry out in a trustworthy and diligent manner those duties and obligations listed below, as approved by the Kiwanis of Nashville Foundation Board of Directors.

Adhering to Fundamental Principals

- I am passionate about and care deeply about the mission of Kiwanis Foundation of Nashville
- I have read and understand the expectations and responsibilities as a board member
- I have knowledge of the Kiwanis of Nashville Foundation programs and their impact on the community
- I will continuously learn about Kiwanis of Nashville Foundation and the field of interest
- I will avoid conflicts of interest at all times
- I will always act objectively and independently in my decision making
- I will make attendance at all full board meetings, the annual planning retreat, and committee meetings the highest priority in my scheduling
- I will prepare for and participate in all full board meetings, the annual planning retreat, and all committee meetings in which I am involved.

Setting Strategic Direction

- I will participate in determining the mission and purpose of Kiwanis of Nashville Foundation
- I will help ensure that all programs and activities are aligned with the mission
- I will participate in effective and practical strategic and operational planning
- I will assist in developing policies and procedures relative to the conduct of the work of Kiwanis of Nashville Foundation

Ensuring Necessary Resources

- I will help identify and secure the necessary resources for current and long range operations including, money, staff, facilities, equipment and other goods and services
- I will make an *annual personal contribution*
- I will help determine and work toward meeting fundraising goals as agreed upon by the board
- I will use my personal influence with others in the community to secure resources
- I will actively seek to enhance Kiwanis of Nashville Foundation's public image and awareness
- I will strategically recruit new board members

Oversight of Operations

- I will help to manage, support, evaluate, and compensate the Kiwanis of Nashville staff
- I will monitor and help manage financial resources
- I will participate in planning, monitoring and strengthening Kiwanis of Nashville Foundation programs and services
- I will ensure legal and ethical integrity
- I will participate in evaluating board performance, including meetings and committee work

If for any reason I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member.

Signature

Date

