



Coronado Schools Foundation

Board of Director Commitment Letter (*Board Member*)

I understand that as a member of the Board of Directors (“**Board**”) of the Coronado Schools Foundation (“**Foundation**”), I have a legal and ethical responsibility to oversee that the organization does the best work possible in pursuit of its purpose, mission and goals. I believe in the purpose and the mission of the Foundation, and I will act responsibly and prudently as its steward. As part of my responsibilities as a member of the Board of Directors of the Foundation, I will:

1. Protect and steward the purpose and mission of the Foundation, and abide by the Foundation’s Bylaws and all policies and procedures (including those attached to this letter);
2. Review the Foundation’s current Strategic Plan, Bylaws, Code of Ethics and Confidentiality Policy, Policy Manual and all its exhibits, and the Conflict of Interest Disclosure Statement & Annual Gift Policy and Disclosure Form (includes completing such form) (collectively, the “**Foundation Policies**”), to ensure compliance with my responsibilities;
3. Review and participate in providing fiscal oversight of the Foundation’s annual budget and financial reports provided;
4. Serve as an active member of the Board and Board Committee(s) to which I am a member, representing four (4) to eight (8) hours of volunteer involvement each month, which includes meetings;
5. Read and prepare all necessary materials in advance of Board and all other Board Committee meetings;
6. Attend, participate and ask questions I may have at Board meetings and assigned Board Committee meetings, as scheduled and called, unless excused. I understand that attendance to all Board meetings is necessary for me to fulfill my responsibilities. Accordingly, I will attend no less than **seven (7) Board meetings within a school year**; and if that is not possible, I will discuss with the Chairperson or Vice Chair to serve the Foundation in the capacity as a member of a Board Committee only;
7. Assist in membership, volunteer and Board member recruitment efforts, which includes assisting Chairperson and Board Committee Chairs in recruiting volunteers for the Board and Board Committees, which is often a pre-requisite to Board membership.
8. Participate with a meaningful contribution to the Foundation’s **fall Benefit Auction Gala** in one (1) or more of the following ways: (a) purchase two (2) auction tickets and bring at least two (2) additional guests, (b) participate in obtaining or providing donations for the on-line or silent auction, (c) support, volunteer or participate in other requests made by the Auction Chair(s), and/or (d) serve as a volunteer for the Auction event.
9. Participate with a meaningful contribution to the Foundation’s **spring Telethon** in one (1) or more of the following ways: (a) serve as volunteer during the Telethon event, (b) attending and encouraging friends, family and community to attend, (c) donating through the avenues available at the Telethon, and/or (d) selling opportunity drawing tickets,
- 10. One hundred percent (100%) Board donor participation is required at a minimum of FIVE 365 level for a given school year.**
11. Be responsible for carrying out my responsibilities to the Chairperson and Vice Chair of the Board of Directors.



In turn, the Foundation will be responsible to its Board members in the following ways:

- Periodic financial reports and an update of organizational activities will be provided to the Board.
- Opportunities will be offered to Board members to discuss with the Chairperson of the Board, Executive Committee and/or Chief Executive Officer the Foundation's programs, goals, activities and status; and additionally, I can request such opportunities.
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and ethical duties to the Foundation. Board members and staff will work in good faith with each other towards achievement of the Foundation's goals.

I have read and understand the above expectations for the position of Director of the Coronado Schools Foundation and agree to abide by the Foundation Policies.

Print Name: _____

Signature: _____ Date: _____

Attachments to this Letter:

- 1. Code of Ethics and Confidentiality Policy**
- 2. Conflict of Interest Disclosure Statement & Annual Gift Policy and Disclosure Form**
- 3. Policy Manual (*see note on Page 3*)**



NOTE: *The Coronado Schools Foundation Policy Manual is located in the Foundation’s corporate offices and the internal website for the Foundation’s Board of Directors. **The Policy Manual also contains and incorporates the following policies and procedures as Attachments to the manual:***

- *Code of Ethics and Confidentiality Policy*
- *Conflict of Interest Disclosure Statement & Annual Gift Policy and Disclosure Form*
- *Code of Core Ethics and Civility Policy*
- *Investment Policy*
- *CSF Endowment Summary*
- *Internal Controls Manual*
- *Student Representative Policy*
- *Media Relations Policy*
- *Gift Acceptance Policy*
- *New Scholarship Set Up Form*
- *Site Program Grant Cover Memo*
- *Site Program Grant EXCEL Worksheet*
- *Project Request Form*
- *Board Member Feedback Form*