

BOARD OF DIRECTORS Position Description & Expectations

Mission: “Dreams Big and Make it Happen” “Where teens achieve their dreams”.
“To nurture at risk adolescence, by empowering dreams of success.”
“To nurture at risk adolescence, empower Success.”

Term: Three years. Full term members may be elected to an additional three year term. Service of not to exceed six years. Board members will be eligible for an additional term after one year off the Board.

RESPONSIBILITIES & POWERS OF THE BOARD OF DIRECTORS

- Provide fiduciary governance for Nurturing Dreams Foundation and establish policies for administering Nurturing Dreams Foundation and its programs.
- Ensure the organization has adequate resources to meet its purpose and fulfill its strategic plan and mission.
- Plan, approve and secure funding for the annual budget, while making provisions to achieve Nurturing Dreams Foundation strategic growth plans in a timely manner.
- Understand and interpret Nurturing Dreams Foundation’s mission to organizations you belong to and community at large, be an advocate for Nurturing Dreams Foundation everywhere you go.
- Evaluate Board performance annually.
- Serve on one of the working committees of the Board which best matches your talents, areas of interest, or professional experience or expertise.

BOARD COMMITTEES

Strategic Planning, Fundraising, Academic.

SPECIFIC DUTIES AND EXPECTATIONS

Meeting Attendance / committee work: The Board of Directors meets 10 times a year. There will be other meetings Board members are expected to attend depending on their appointment to the Executive Committee (officers of the Board and Chairpersons of the committees) or anyone or more of the standing committees. The Executive Committee meets 10 times a year, and each of the standing committees will meet at least 6 times a year. There may be ad hoc committees that will meet once or more times for a specific purpose only.

In addition to meetings, Nurturing Dreams Foundation holds several special events during the year, designed to help raise awareness of Nurturing Dreams Foundation in the community, to raise funds for its programs and growth.

Board member expectation is that each member will attend at least 80% of the Board meetings and come fully prepared to discuss matters on the agenda, and actively engage in Board meeting dialog.

Executive Committee members are expected to attend every meeting, come fully prepared to discuss matters on the agenda and actively engage in committee dialog.

Standing committee members are expected to attend 80% of the committee meetings, come fully prepared to discuss matters on the committee agenda, and actively engage in committee dialog.

It is therefore incumbent on those planning Board and committee meetings to have "prework" in the hands of meeting attendees several days in advance of the meetings to allow for appropriate orientation and preparation to participate actively.

Committee Assignments: The strength of any board rests more in the positive work of the standing committees and ad hoc committees than in the board meetings themselves.

Each Board member is expected to actively serve on at least one of the standing committees, and is encouraged to serve on more than one.

Fund Raising: It is the Board of Directors that has the direct accountability for raising the majority of funding for Nurturing Dreams Foundation:

- All Board members are expected to work on the annual giving campaign and to solicit funds from the community. At the time of the campaign, the chairperson of the campaign will announce the expected amount each Board member is to raise.
- All Board members are expected to make a personal monetary contribution.
- All Board members should be willing to use personal and business contacts for fund raising.

BOARD SERVICE COMMITMENT PLEDGE

I, _____, recognizing the important responsibility as outlined in the Board of Directors Position Description & Expectations I am undertaking in serving as a member of the Board of Directors of Nurturing Dreams Foundation and hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Board member.

My role:

I acknowledge that my primary roles as a Board member are (1) to contribute in a proactive way to defining the organization's mission and governing the fulfillment of that mission and strategic plans, and (2) to carry out the functions of the office of Board member as stated in the bylaws.

My role as a Board member will focus on the development of policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the administrative staff, which determines the means of implementation.

My commitment:

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

Pledge

- *To establish as a high priority my attendance at all meetings of the Board and committees on which I serve. I will attend at least 80% of the Board meetings and 80% of the committee meetings. If I serve on the Executive Committee, I pledge to attend all of the Executive Committee meetings.*
- *To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.*
- *To serve, in a proactive way, on at least one of the standing committees.*
- *To work with and respect the opinions of my peers who serve this Board and committees and to leave my personal prejudices out of all discussions.*
- *To always act for the good of Nurturing Dreams Foundation and the community.*
- *To represent Nurturing Dreams Foundation in a positive and supportive manner at all times and in all places, to be an advocate for Nurturing Dreams Foundation.*
- *To treat all Nurturing Dreams Foundation business matters in a confidential manner.*
- *To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and to offer guidance.*
- *To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.*
- *To participate in Board annual self-evaluation programs.*
- *To participate in Board development workshops, seminars, and other educational events that enhance my skills as a Board member.*
- *If I chair the Board, a committee, or a task force, I will:*
 - 1) *Call meetings as necessary until objectives are met.*
 - 2) *Ensure that the agenda and support materials are distributed to all members in advance of the meetings.*
 - 3) *Conduct the meetings in an orderly, fair, open, and efficient manner.*
 - 4) *Make committee progress reports/minutes to the Board at its scheduled meetings, using the adopted format*

- *I will participate proactively in all fundraising activities expected of the Board, recognizing that the Board has the primary accountability for raising funds to support Nurturing Dreams Foundation's mission and growth. Specifically, I pledge to be responsible for personal participation in the annual giving campaign and to solicit funds from the community.*
- *To participate, in some positive way, in raising funds in other ways associated with Nurturing Dreams Foundation's special events or committee action plans.*
- *To make an annual personal monetary contribution.*

If for any reason, I find myself unable to carry out the above duties, I agree to resign my position as a Board member/officer.

Board member's signature

Date

Chairman of the Board's signature

Date