



Board Member Commitment Agreement

As a Board Member of the Carmel Education Foundation, I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with the other board members, for this organization. It is my duty to be active not only in approving and managing the organizational budget but also in fundraising to meet that budget.
2. I am legally responsible, along with the other board members, for this organization. I understand that I protect myself from liability by acting "in good faith" by attending meetings regularly and actively providing responsible oversight of the agency including familiarizing myself with bylaws and other agency documents and information.
3. I am morally responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to help realize the mission, which is to *support Carmel Clay students in academic achievement and lifelong learning.*
4. I will give what is for me a significant donation by supporting our events or through other means. (Attached is guidance on a suggested level of support.)
5. I will be active in at least two committees and will serve as a liaison to Carmel Clay Schools to help further the mission of CEF.
6. I will attend a minimum of 8/11 board meetings every year and be available for a phone consultation. I understand that commitment to this board will involve a good deal of time and will probably not involve less than 4 hours per month and will vary based on my committee selection.
7. I will scrupulously avoid any conflict of interest between the interests of the Carmel Education Foundation, and my personal, professional, and business interests. I understand that the purposes of this policy are to protect the integrity of the decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, and board members. I will disclose any potential conflict of interest to the full board and understand that after disclosure I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
8. I understand that in performing my duties as a volunteer that I may encounter information that is sensitive and confidential in nature. I agree to hold all such information in strict confidence and not disclose to any other party without the prior written consent of CEF.
9. I find all the above reasonable for the operation of the Board of Directors and acceptable to me as a Board Member. I understand that if I fail to act in good faith with the above requirements that I must resign, or may be asked to resign by the Executive Committee, or their representative.
10. I will annually sign a CEF Confidentiality Agreement, Whistleblower Policy, and Conflict of Interest form.

Board Member Name

Signature

Date



CEF Board Member Level of Support Guidance

Board Member Financial Support

As a CEF Board Member, you commit to actively participating in CEF initiatives, financially supporting the foundation at a self-determined level that you would categorize as generous, and facilitating fundraising efforts. Participation by board members in CEF events and organizational initiatives demonstrates the commitment of each board member to CEF's mission and its standing in the community.

It is suggested that board members provide annual financial support in at least two of the following ways:

- Annual donation directly to CEF - (personal determination)
- Paid registration for individual/family to Ghosts and Goblins race and merchandise- (average is \$25 - \$150)
- Donation to CEF Honor Roll to recognize one or more CCS Educators - (personal determination)
- Purchase tickets or a table for Taste of Carmel - (\$60 - \$1,000)
- Participation in annual CEF Day of Giving (December)- (personal determination)

Additional opportunities to provide financial support to CEF:

- Secure sponsorship for fundraising event or community partnership opportunity (personal business, employer or other connection)
- Secure donation of in-kind products to offset operating or event costs (i.e. office supplies, event equipment, board development,, etc.)
- Secure matching donation by employer or utilize employee giving opportunity to benefit CEF
- Provision of in-kind service in area of expertise (i.e. accounting, marketing, etc.)

The Executive Director maintains record of all contributions, and will regularly apprise the treasurer on the percentage of board members attributable to financial contributions. Recognition of giving will be presented in an annual report of all contributors, categorized by levels (i.e. \$5 - \$500, \$500- \$1,000, etc.). Exact amounts contributed by an individual will not be disclosed.

Board Member Volunteer Support

It is suggested that board members engage in at least three of the following on an annual basis:

- Attend Ghosts and Goblins 5k/2k - volunteer in some capacity
- Attend Taste of Carmel - volunteer in some capacity
- Attend Taste of the Chamber or other OneZone events (luncheons, workshops) to represent CEF
- Attend CEF Grant Reception to recognize honorees and to represent CEF Board of Directors
- Attend Community Scholarship Night to represent CEF
- Participate in other CEF events as they develop.

The Executive Director maintains record of engagement, and will regularly apprise the governance committee on the level of board participation.