

LEEF BOARD MEMBER AGREEMENT

Last updated: 4/20/2023

I understand as a member of the Board of Directors of Leander Educational Excellence Foundation (LEEF) I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the LEEF, and I will act in the best interests of the organization and the clients we serve. The Board of Directors is responsible for the management of the business and affairs of this Corporation, subject to the Texas Business Organizations Code, the Articles of Incorporation and LEEF bylaws.

Term of Board members - LEEF's fiscal year runs July 1-June 30 and Board members shall serve terms of 3 years. All appointed Board shall hold office until the annual meeting three (3) years following his or her election and until a successor is elected, or until his or her death, resignation or removal.

As part of my responsibilities as a board member:

1. I will communicate the LEEF's work and values as an ambassador in the community.
2. Board members must attend at least 8 of the 10 annual board meetings. According to the bylaws anyone who misses 2 consecutive Board meetings in a fiscal year shall be deemed to have resigned unless the Board excuses the absences by a majority vote.
 - a. I understand that if 2 consecutive meetings are missed, I shall be deemed to have resigned unless the Board excuses the absences by a majority vote.
 - b. I understand there is a leave of absence policy if needed.
3. The LEEF Board of Directors have charge and custody of all funds of the Corporation, will oversee and supervise the financial business of the Corporation.
 - a. I understand as a Board member we are fiscally responsible for LEEF and oversight of the finances and Executive Director.
 - b. I will review the board packet in preparation for our monthly board meetings, which are held on the third Thursday of the month from 11:30-1PM.
4. I will serve on 1 business activity committee (Finance/Governance, Development, Nominating or Fundraising/Event).
5. I will make a monthly financial commitment and join LEEF's monthly giving program, with an amount that works for me. I commit to encouraging 5 people to join me. LEEF seeks 100% board participation in monthly giving to share with our community.
6. I will actively participate in fundraising activities and events.
 - a. By promoting and attending events and inviting my personal network to join me.
 - b. By contributing to the potential donor list, making introductions for the LEEF team, cultivating relationships, and/or making direct asks.
7. If I do not fulfill these commitments to the organization, I will expect an executive committee member to call me and discuss my responsibilities with me.

In turn, LEEF will be responsible to me in several ways:

1. Within my first month LEEF will provide me with an orientation and/or overview of the organization.
2. I will be sent, without request, timely information and reports.
3. The organization will adhere to internal controls and be prudent in financial management.
4. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working by offering me opportunities for professional development as a board member.
5. The Executive Director or another LEEF staff member will attend committee meetings led by Board members to provide support and background information, as needed for Board members to fulfill their Board role.
6. Called Board meetings will last no longer than 1 ½ hours.
7. LEEF will carry directors and officers (D&O) liability insurance.

Signed: _____ Date: _____

Printed Name: _____