



Board of Directors Responsibilities and Expectations

Purpose of the Board:

The Board of Directors at Communities in Schools of Pennsylvania (CISPA) is responsible for establishing the policies, procedures, and plans that guide the organization. This includes securing necessary funds and resources to support sustaining CISPA and overseeing financial obligations and organizational performance.

Major Functions:

- Define the organization's objectives and major policies.
- Ensure that approved plans and programs align with and achieve the organization's goals.
- Provide for the long-term financial stability of the organization.
- Safeguard the organization's assets.
- Assess and evaluate the overall operations of CISPA.
- Ensure that board activities are conducted effectively and transparently.

Term of Service: Three consecutive two-year terms (pending Board approval)

Accountability: Board members are accountable to the Chair, Vice Chair, and the full Board of Directors.

Responsibility of Board Members:

1. Attendance at Regular Board Meetings:

Board members are expected to actively participate in all regularly scheduled board meetings, of which there are four each fiscal year. Attendance is critical due to the limited number of meetings. Members unable to attend must notify the Board Chair and/or the CEO at least 24 hours in advance. Frequent absences may result in the need for a board member to step down.

Active participation includes being well-prepared on agenda items, contributing informed perspectives, making constructive suggestions, and helping the board reach consensus on decisions.

2. Committee Responsibility:

Each board member is required to serve on at least one board committee. Members are expected to attend and actively contribute to committee meetings and take on responsibilities related to the committee's work. The frequency of committee meetings varies based on the committee's role and responsibilities. A list of CISPA board committees can be found in the orientation binder.

3. Fundraising:

Board members play an active role in the organization’s fundraising efforts. While the board provides training, support, and encouragement, each member is responsible for their own fundraising contributions. Additionally, each member is expected to make an annual financial contribution at a personally meaningful level, with the goal of achieving 100% participation in giving from the board. Members are also expected to engage in special fundraising events, including selling tickets, soliciting donations, and other related activities.

4. Attendance at Other Meetings & Events:

Board members are expected to participate in other organization-related events and meetings throughout the year. These may include meetings with potential funders, special events at partnering schools, staff/board training sessions, or community-sponsored meetings that support the organization’s mission.

Agreement of Understanding:

I, _____, have read and accept the responsibilities of being a board member for Communities in Schools of Pennsylvania. I am fully committed and dedicated to the mission and have pledged to carry out this mission.

Signature: _____

Date: _____