



## **SAMPLE Board Handbook 2023**

Dear Board Members,

Congratulations on your appointment to the GOOD CHARITY Board of Directors!

This Board of Directors Handbook is a compilation of helpful information as a supplement to the official Policies and Procedures document, to guide you through your experience as a member of our volunteer leadership. This handbook was developed to provide you with answers to your questions about GOOD CHARITY, its history and the policies that guide the actions of the Board of Directors. We welcome your questions and any feedback you might have to help us strengthen this handbook for current and future board members.

Some policies and guidelines illustrated in this handbook may be revised, suspended, or eliminated by our Board of Directors in response to business needs or changing legal requirements.

GOOD CHARITY is an organization that prides itself on the excellence and dedication of its volunteers and leadership. It is through the valuable ideas and contributions of all past, current and future GOOD CHARITY volunteer leadership, and valued contractors, that we will continue to thrive as an organization.

We are grateful for the generous gifts of your time and expertise to GOOD CHARITY and the communities we serve. We look forward to working with you in the coming years!

Looking forward,

***Board Chair, 2023***



## **Our Mission and Vision Statements**

*Our Vision is a world where X, Y, Z*  
*Our Mission is to ....*

*GOOD CHARITY is committed to ongoing learning of how we promote a culture of equity in all of our work. As a body that represents SOMETHING HERE, our strength is in our commitment towards intentional strategies aimed at equitable access.*



## **Frequently Asked Questions**

### **What is GOOD CHARITY?**

SOMETHING HERE.

Today our Vision is: SOMETHING. Our Mission is: SOMETHING.

### **What are GOOD CHARITY’S sources of revenues?**

SOMETHING.

### **Who governs GOOD CHARITY?**

Our organization is governed by a board of directors, composed of professionals representing a X, Y AND Z. Our chapter bylaws allow for up to a minimum of \_\_\_\_ and a maximum of \_\_\_\_ directors on the board.

The directors are divided into three (3) groups with each group containing one-third of the total, as nearly equal in number as possible. The terms of the directors in the first group shall expire at the first annual meeting of the Board of Directors after their appointment, the terms of the directors in the second group shall expire at the second annual meeting of the Board of Directors after their appointment, and the terms of the directors in the third group shall expire at the third annual meeting of the Board of Directors after their appointment. Thereafter, at each annual meeting of the Board of Directors, one group of directors shall be elected by the Board of Directors for a term of three years to succeed those whose terms expire. Directors may serve one successive term for a maximum of 6 years. No individual shall be named or elected as a director without his or her prior consent.

All board roles will serve for a minimum of 3 years (positions and titles may change within this timeframe) to a maximum of 6 years of board service:

***Current Board roles including term requirements as follows:***

**Executive Committee:**

- 3-year commitment including ***1 year for each - Vice Chair > Chair > Past Chair*** roles
    - Chair
    - Vice Chair
    - Vice Chair (IF NEEDED)
    - Past Chair
- Renewable 1-year terms
- Treasurer
  - Secretary

**Directors:**

- Renewable 1-year terms
- Director of X
  - Director of Webinars
  - Director of Outreach
  - Director for Ethics
  - Director of Audits and Appeals

**Members at Large:**

1 year term

**What's important to know about GOOD CHARITY**

GOOD CHARITY has been around for \_\_\_\_\_ years. In 2023, we will have approximately \_\_\_\_\_ members. GOOD CHARITY is guided by a strategic plan that was approved by the Board of Directors in Fall 2019.

**Where is GOOD CHARITY located?**

GOOD CHARITY operates a virtual office administered by an executive director. Our current mailing address is

123 Oak Street  
Anytown, USA  
Phone: (888) 555-1212  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

**What is GOOD CHARITY'S geographic scope?**

Our organization serves a universal audience. Current members represent Earth, Venus, Pluto, Saturn and Mars.

**What is the GOOD CHARITY'S organizational profile?**

- Nearly \_\_\_\_\_ members since \_\_\_\_\_
- \_\_\_\_\_ current members
- Annual Operating Budget – Approximately \$\_\_\_\_\_
- ±12 board members
- 5 primary volunteer committees



## **Communication Management**

### **GOOD CHARITY Monthly**

*Monthly e-newsletter with short items promoting our events and programs; also includes reciprocal promotions for education offerings of sister organizations.*

Schedule: Monthly or more frequently, at the discretion of the Executive Director  
Audience: Current members  
Contact: Executive Director

### **Member Community email**

*Letter to members, sent as warranted, offering previews, special offers, news, business, calls to action, etc.*

Schedule: Varies  
Contact: Executive Director

### **International X Day**

*Specific email with our branding, delivers call to action for nominations for honorees and tributes, promotion of IXD, promotion tips as warranted.*

Schedule: Sent most Thursdays from October through November  
Contact: Executive Director

### **Website & Social Media**

*Website –  
Facebook –  
Twitter –  
Instagram –  
LinkedIn –*

*Purposes are to promote the programs and events of GOOD CHARITY, register candidates, generate income through sales of product, connect members, and point to important resources.*

Deadline: Please allow at least one week for updates to the website/social media streams  
Editor: Executive Director & Board Chair



## **BOARD CHAIR**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Executive Committee

#### ***Term***

- 3-year commitment including **1 year for each - Vice Chair > Chair > Past Chair** roles  
(up to 25 hours per month, on average, may be required)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Board Chair is required to participate in Executive Committee meetings, scheduled Board meetings, and events/programs and contribute to GOOD CHARITY'S annual fund. The Board Chair shall be chief elected officer, shall preside at all meetings and shall be ex-officio of all committees. The Board Chair shall be chief elected officer of GOOD CHARITY'S business and ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that GOOD CHARITY communicates and complies as required to maintain high standing with all applicable offices (state, federal, etc.).*

- The Board Chair shall appoint\*/have elected the officers and standing and temporary chairs
- Lead and preside over Executive Committee and Board meetings
- Develop an annual calendar of board meetings and coordinate with the Executive Director to produce/distribute calendar for Board members
- Coordinate with the Executive Director to publish and maintain a current Board roster
- Draft agenda for each Executive Committee meeting
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- With input from the Executive Committee and support from the Executive Director, create an agenda and Board packet for each Board meeting
- Enlist and chair a task force to plan and lead the annual board planning retreat

- Review contractors' contracted service agreements and evaluate their proficiency
- Represent GOOD CHARITY at scheduled meetings and special events
- Lead in establishing effective policies to optimize efficiency in the organization, public and member relations, board relations, programs and special events
- Assist Secretary, Treasurer and Executive Director in completing and submitting Form 990
- Assist in identifying, recruiting and training incoming Chair and Board Officers
- Serve on the Executive Committee as Past Chair for one year following completion of term
- Serve as the primary spokesperson with the press/media except where there exists a conflict of interest -- real or perceived by the membership and public at large
- Turn over to the successor all records and/or property upon completion of term or resignation prior to completion of term





## **PAST CHAIR**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Executive Committee

#### ***Term***

- 3-year commitment including **1 year for each - Vice Chair > Chair > Past Chair** roles  
(up to 5 hours per month, on average, may be required)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*The Past Chair is invited to participate in Executive Committee meetings, scheduled Board meetings, events/programs, and to contribute to all board approved external efforts, completing a Status Report 48 hours before all scheduled monthly Board meetings. S/he supports board committee work, as requested and/or as recommended.*



## **VICE CHAIR**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 3-year commitment including **1 year for each - Vice Chair > Chair > Past Chair** roles  
(up to 15 hours per month, on average, may be required)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Vice Chair is required to participate in Executive Committee meetings, scheduled Board meetings, and events/programs, and to contribute to all board approved efforts. The Vice Chair is responsible for assisting the current Chair on policy making, decision making and leadership issues. The Vice Chair shall have authority to assume the full duties of the Chair in case of their absence or incapacity, including representing GOOD CHARITY at external meetings. If there is no Vice Chair, the chair shall select another board member to represent GOOD CHARITY as needed.*

- Be familiar with all the duties of the Board Chair and other Officers
- Be familiar with the bylaws and operating procedures
- Chair at least one Standing Committee or sub-committee
- Be familiar with the duties of all committees
- Act as liaison with committees, Board of Directors, as requested by the Board
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- Perform duties as assigned by the Board Chair
- Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term
- Serve on the Executive Committee and Chair the Nominating Committee



## **MEMBER AT LARGE**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year (*up to 5 hours per month, on average, may be required*)

#### ***Duties and Responsibilities***

*The Member at Large is invited to participate in Executive Committee meetings, scheduled Board meetings, events/programs, and to contribute to all board approved external efforts, completing a Status Report 48 hours before all scheduled monthly Board meetings.*

*The Member at Large supports board committee work, as requested and/or as recommended.*



## **SECRETARY**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 15 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Secretary is a board officer required to participate in Executive Committee meetings, scheduled Board meetings, and external events/programs. The Secretary's responsibility is to accurately document, maintain and safeguard the records of the Board and GOOD CHARITY'S activity, decisions and member participation. The Secretary understands that Board minutes are legal documents which must be kept in such a manner as to protect the organization from loss in the event that disputes or other unforeseen circumstances arise.*

- Assist Executive Director as needed in assembling, maintaining and distributing as appropriate, rosters of membership, membership of standing committees, committee Chairs, and Board of Directors
- Serve as parliamentarian unless otherwise designated
- Assist Executive Director as needed in maintaining log of policies; research and report on policies as required for good business
- Assemble and keep safe all committee and division year end reports and recommendations
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- Assist in identifying, recruiting and training incoming Secretary
- Turn over to the successor all records and/or property upon completion of term or resignation prior to completion of term



## **TREASURER**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 15 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Treasurer is required to participate in Executive Committee meetings, scheduled Board meetings, and external events/programs. The Treasurer is the organization's chief financial officer, and as such is charged with oversight of the financial affairs and investments. The Treasurer must assure the Board that GOOD CHARITY operates under generally accepted accounting standards and meets all fiduciary requirements that are necessary to protect the organization and its members from loss or harm, including those imposed by local, state, and federal governments. The person in this position must have or be willing to read and analyze standard financial statements. The Treasurer shall serve on the Executive Committee.*

- As a member of the Executive Committee, assist in developing financial policies, controls, reporting formats and identification of appropriate financial computer software
- Oversee financial records in accordance with generally accepted accounting standards and in keeping with financial policies adopted by the Board
- Monitor handling of all GOOD CHARITY funds and financial records; verify that IRS required receipts are provided for all contributions (where applicable)
- Oversee production of regular reports, budget numbers, and reconciliation of accounts by completing a Status Report 48 hours before all scheduled monthly Board meetings
- Oversee records of the year's signed financial reports and documents, along with any pertinent recommendations, for archives and use of next Treasurer
- In conjunction with the Board Chair and Executive Director, develop the annual budget

and present it to the Board for approval in the beginning of the fiscal year



## **Director of X**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 10-15 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Director of X is required to participate in scheduled Board meetings, and external events/programs while leading the X Committee. The role is the organization's chief X officer and is charged with the oversight of the X program. The Director of X must assure the Board that GOOD CHARITY operates under generally accepted X AND Y standards and meets all X requirements that are necessary to protect the organization and its members from liability and fraud. The person in this position must have or be willing to lead the X Committee, secure and liaise with X services and assume responsibility for the communication and management of X.*

- As Chair of the X Committee, ensure policies, controls, reporting formats and on-going commitment to the highest standards of practice are observed
- Responsible for construction and maintenance of X, ensuring a standardized X that is accessible, confidential, credible and defensible
- Oversee X updating in accordance with generally accepted standards and in keeping with policies adopted by the Board
- Monitor and assist the Executive Director in executing the annual X program
- Oversee production of regular reports, X services on behalf of the board and executive committee completing a Status Report 48 hours before all scheduled monthly Board meetings
- In conjunction with the Board Chair and Executive Director, develop the annual X program updates and present to the Board for approval



## **Director of Outreach**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 10 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Director of Outreach is required to participate in scheduled Board meetings, and external events/programs while leading the Webinar Committee. The role is the organization's chief outreach officer and is charged with the oversight of GOOD CHARITY'S outreach initiatives. The Director of Outreach must assure the Board that GOOD CHARITY operates under generally accepted outreach standards and meets all communication requirements that are necessary to communicate from the organization to its audience. The person in this position must have or be willing to lead the Webinar Committee, secure and liaise with communication subject matter experts and assume responsibility for the communication and management of the organization.*

- As Chair of the Webinar Committee, ensure policies, controls, reporting formats and on-going commitment to the highest standards of practice are observed
- Oversee webinar and communications are up to date and in accordance with generally accepted standards and in keeping with policies adopted by the Board
- Monitor and assist the Executive Director in communicating the X program and its webinars
- Oversee production of regular networking and informational initiatives on behalf of the board and Webinar committee
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- In conjunction with Executive Director, develop the annual communication plan to for Board approval





## **Director of Ethics**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 10 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Director of Ethics is required to participate in scheduled Board meetings, and external events/programs while leading the Ethics Committee, as required. The role is the organization's chief ethics officer and is charged with the oversight of GOOD CHARITY'S ethics. The Director of Ethics must assure the Board that GOOD CHARITY operates under generally accepted ethical standards and meets all requirements that are necessary to govern members and their conduct. The person in this position must have or be willing to lead the Ethics Committee as required and secure and liaise with subject matter experts, assuming responsibility for GOOD CHARITY'S standard of professional ethics.*

- As Chair of the Ethics Committee, ensure policies, controls, reporting formats and on-going commitment to the highest standards of practice are observed
- Oversee professional ethics standards of: Citizenship, Respect, Accountability, Fairness and Trust and making sure all documentation is up to date and in accordance with generally accepted standards and in keeping with policies adopted by the Board
- Monitor and assist the Executive Director in executing communication of Professional Ethics Standards
- Oversee review and adaptation of the Professional Ethics Standards on behalf of the board and Ethics committee
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- In conjunction with the Board Chair and Executive Director, develop annual updates to the Professional Ethics standards to present to the Board for approval



## **Director of Appeals & Audits**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 10 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Director of Appeals & Audits is required to participate in scheduled Board meetings, and external events/programs while leading the Appeals & Audits Committee, as required. The role is the organization's chief appeals & audits officer and is charged with the oversight of GOOD CHARITY'S member appeals & audits standards. The Director of Appeals & Audits must assure the Board that GOOD CHARITY operates under generally accepted ethical standards and meets all requirements that are necessary to govern members and their requests. The person in this position must have or be willing to lead the Appeals & Audits Committee, as required and secure and liaise with subject matter experts, assuming responsibility for GOOD CHARITY'S Appeals & Audits standards in light of professional ethics.*

- As Chair of the Appeals & Audits Committee, ensure policies, controls, reporting formats and on-going commitment to the highest standards of practice are observed
- Oversee Audits for existing members according to the standards of: **Citizenship, Respect, Accountability, Fairness and Trust**
- Oversee Appeals for potential and existing GOOD CHARITY credential holders according to generally accepted standards and in keeping with policies adopted by the Board
- Ensure all documentation for Appeals & Audits is comprehensive and up to date so as to protect the organization and its members from liability and fraud
- Monitor and assist the Executive Director in the communication of Appeals & Audits process

- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- Oversee review and adaptation of the Appeals & Audits process on behalf of the board and Appeals & Audits committee
- In conjunction with the Board Chair and Executive Director, develop annual updates to the Appeals & Audits process to present to the Board for approval



## **Director of Partnerships**

### *Role Description*

#### ***Appointment***

- Elected by the Board

#### ***Reports to***

- Board Chair

#### ***Term***

- 1 year, renewable (*up to 10 hours per month, on average, may be required*)
  - (max. 6 years total board service)

#### ***Duties and Responsibilities***

*As an officer of GOOD CHARITY, the Director of Partnerships is required to participate in scheduled Board meetings, and external events/programs while leading the Partnerships Committee, as required. The role is the organization's chief partnerships officer and is charged with the oversight of the organizations' connection to other organizations through partnerships. The Director of Partnerships must assure the Board that GOOD CHARITY relates and interacts with outside organizations in generally accepted professional standards, meeting all legal requirements. The person in this position must have or be willing to lead the Partnerships Committee, as required and secure and liaise with subject matter experts, assuming responsibility for GOOD CHARITY'S partnership endeavors.*

- As Chair of the Partnerships Committee, ensure policies, controls, reporting formats and on-going commitment to the highest standards of practice are observed
- Oversee professional partnerships with other organizations making sure all member documentation is up to date and in accordance with generally accepted standards and in keeping with policies adopted by the Board
- Monitor and assist the Executive Director in executing partnership acquisitions and collaborations
- Oversee initiation and documentation for MOU's with other organizations
- Complete a Status Report 48 hours before all scheduled monthly Board meetings
- In conjunction with the Board Chair and Executive Director, develop annual updates to the Partnerships portfolio to present to the Board for approval



## **COMMITTEE CHARTER: Executive Committee**

### **Purpose**

The Executive Committee is empowered by the Board By-Laws to conduct the business of GOOD CHARITY between meetings of the Board of Directors. The Executive Committee convenes upon the call of the Chair. A majority of the Executive Committee shall constitute a quorum.

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- *Conduct an annual review and update of the committee charter and annual evaluation/self-evaluation of committee members*
- *Maintain a current Committee roster with contact information*
- *Provide prior notice of committee meetings to Committee members and the Board*
- *Document Committee meetings in the form of minutes to provide timely reports to the Board prior to scheduled board meetings*

### **Membership**

The Executive Committee is composed of the officers of the Board including the Board Chair, Vice Chair(s), Secretary, Treasurer (*Directors or Member at Large appointed by the Chair may also be invited*)

### **Duties & Responsibilities**

The Committee ensures the implementation of the Strategic Plan, monitors progress towards strategic goals, and reviews and approves contracts with independent contractors including the Executive Director and others engaged to conduct the business of GOOD CHARITY. Executive Committee member roles are prescribed in the By-Laws.

### **Expectations of Members**

The Executive Committee generally meets five (5) times a year two to three weeks prior to meetings of the Board of Directors. The Board Chair may also call special meetings of the Committee. Generally, Committee meetings are conducted by conference or video call.

### **Succession Planning**

Committee members, including the Chair, serve by virtue of their respective roles as officers of the board, in addition to committee members appointed by the Chair as members-at-large for one year term.



## **COMMITTEE CHARTER: X Committee**

### **Purpose**

The X Committee is empowered by the Board of Directors to oversee production of annual X updates and X services in order to ensure the highest standards of practice. The objective of the committee is to be responsible for construction and maintenance of the X, ensuring a standardized X that is accessible, confidential, credible and defensible.

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- *Conduct an annual review and update of the committee charter and annual evaluation/self-evaluation of committee members*
- *Maintain a current Committee roster with contact information*
- *Provide prior notice of committee meetings to Committee members and the Board*
- *Document Committee meetings in the form of minutes to provide timely reports to the Board prior to scheduled board meetings*

### **Membership**

The X Committee is composed of members who apply and are approved to serve with experience in X.

### **Duties & Responsibilities**

The Committee ensures the implementation of a standardized X that is accessible, confidential, credible and defensible and monitors progress towards those goals. They will review and approve contracts with independent contractors including X services.

### **Expectations of Members**

The X Committee generally meets as required and at the discretion of the committee chair. Generally, Committee meetings are conducted by conference or video call.

### **Succession Planning**

Committee members, including the Chair, serve by virtue of their respective roles as officers of the board, in addition to committee members appointed by the Chair as members-at-large for two year term.



## **COMMITTEE CHARTER: Outreach Committee**

### **Purpose**

The Outreach Committee coordinates planning and production of GOOD CHARITY'S annual calendar of webinars. The Committee seeks to understand the needs of members and to provide thoughtful learning opportunities. The Committee works collaboratively with other committees and the office to achieve its goals.

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- Conduct an annual review and update of the committee charter and annual evaluation/self- evaluation of committee members;
- Maintain a current Committee roster with contact information
- Provide prior notice of committee meetings to Committee members and the Board
- Document Committee meetings in the form of minutes and provide to the office
- Provide timely Committee reports to the Board prior to scheduled board meetings

### **Membership**

The Committee is chaired by one or more members of the Board of Directors. Members of the Committee may include other members of the Board and current members who are interested in advancing the Committee's work. The Committee strives to recruit members who reflect the diversity of the community so that it benefits from a broad perspective as it designs programs, and seeks members who bring varied demographic and employment backgrounds to the work of the Committee.

### **Duties & Responsibilities**

The Committee's primary duty is to produce an annual calendar of webinars designed to promote X to potential members. The Committee measures its success by surveying members, tracking attendance at its programs and reviewing evaluations submitted by those attending.

### **Expectations of Members**

- Attend meetings as required
- Partner together to co facilitate webinars
- Maintain excellent communication and collaboration with other standing committees
- Estimated time commitment: 3-4 hours per month

## **Succession Planning**

A Chair will be appointed to serve for a one-year term and may be re-appointed in accordance with the By-laws. Current practice is that a Committee Vice-Chair is appointed by the Chair from among Committee members and is mentored by the Chair to succeed her/him. This brings greater continuity to the committee's work over time. Committee members are recruited by the Committee Chair and Vice Chair from the membership of GOOD CHARITY and must maintain their member status during committee service. Committee members serve one-year terms that are renewed annually.

## **Role of Staff**

Staff plays a central role in the Webinar Committee's success in three ways:

1. Program Design and Execution:

The Committee and staff work collaboratively to design a robust, exciting annual calendar of programs. All program topics and speakers are approved by the Committee before commitments are made. One Committee member is assigned to "captain" each program. The captain and staff then share responsibility for executing the program. The Committee member typically takes the lead in recruiting speakers and coordinating logistics with them including selection of date, topic, collecting a bio, and then introducing them at the event. Staff takes the lead on the remaining logistics including room rental, marketing and attendance.

2. Committee management:

Staff provides continuity and administrative support for the Committee including maintaining a roster of members, sending out meeting notices, agendas and materials at least 72 hours in advance of meetings, taking meeting notes and circulating them to members. Staff also supports the Committee in its communication and collaboration with other Committees.

3. Evaluation:

Staff maintains comprehensive records of all events, speakers, attendance and evaluation of programs, and prepares a report on progress for each Committee meeting. Staff provides assistance in designing and conducting surveys of members and maintains historical documentation of them.





## **COMMITTEE CHARTER: Ethics Committee**

### **Purpose**

The Ethics Committee is empowered by the Board of Directors to oversee the standard of ethics in order to ensure the highest standards of practice. The objective of the committee is to be responsible for the criteria of the:

- *Core Principles*
- *Ethics Chart*

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- *Conduct an annual review and update of the committee charter and annual evaluation/self-evaluation of committee members*
- *Maintain a current Committee roster with contact information*
- *Provide prior notice of committee meetings to Committee members and the Board*
- *Document Committee meetings in the form of minutes to provide timely reports to the Board prior to scheduled board meetings*

### **Membership**

The Ethics Committee is composed of current members who apply and are approved to serve with experience in X.

### **Duties & Responsibilities**

The Committee ensures GOOD CHARITY adheres to the highest levels of the Core Principles and reviews candidates for whom conduct has come into question, based on the requirement to affirm their intent to uphold these ethical standards in order to maintain their membership.

### **Expectations of Members**

The Ethics Committee generally meets as required and at the discretion of the committee chair. Generally, Committee meetings are conducted by conference or video call.

### **Succession Planning**

Committee members, including the Chair, serve by virtue of their respective roles as officers of the board, in addition to committee members appointed by the Chair as members-at-large for one year term.



## **COMMITTEE CHARTER: Appeals & Audits Committee**

### **Purpose**

The Appeals & Audits Committee is empowered by the Board of Directors to oversee generally accepted ethical standards and meets all requirements that are necessary to govern the membership and their requests for appeal. Additionally, they, in collaboration with the Director of Ethics and/or Ethics Committee, will respond to requests for audits, as necessary. The objective of the committee is to be responsible for decision-making in candidate and member appeals and audits and GOOD CHARITY policy enforcement.

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- *Conduct an annual review and update of the committee charter and annual evaluation/self-evaluation of committee members*
- *Maintain a current Committee roster with contact information*
- *Provide prior notice of committee meetings to Committee members and the Board*
- *Document Committee meetings in the form of minutes to provide timely reports to the Board prior to scheduled board meetings*

### **Membership**

The Appeals & Audits Committee is composed of current members who apply and are approved to serve with experience in X.

### **Duties & Responsibilities**

The Committee ensures the implementation of a standardized evaluation process that is confidential, credible, defensible and beyond reproach in policy enforcement.

### **Expectations of Members**

The Appeals & Audits Committee generally meets as required and at the discretion of the committee chair. Generally, Committee meetings are conducted by conference or video call.

### **Succession Planning**

Committee members, including the Chair, serve by virtue of their respective roles as officers of the board, in addition to committee members appointed by the Chair as members-at-large for one year term.



## **COMMITTEE CHARTER: Partnerships Committee**

### **Purpose**

The Partnerships Committee is empowered by the Board of Directors to oversee collaborations and partnerships with other organizations. The objective of the committee is to be responsible for building relationships with other organizations that are beneficial for GOOD CHARITY and the members it represents.

### **Practices**

The Committee shall follow these practices required by all Standing Committees:

- *Conduct an annual review and update of the committee charter and annual evaluation/self-evaluation of committee members*
- *Maintain a current Committee roster with contact information*
- *Provide prior notice of committee meetings to Committee members and the Board*
- *Document Committee meetings in the form of minutes to provide timely reports to the Board prior to scheduled board meetings*

### **Membership**

The Partnerships Committee is composed of current members who apply and are approved to serve with experience in X.

### **Duties & Responsibilities**

The Committee ensures relationships and interactions with outside organizations are generally accepted by professional standards, meeting all legal requirements.

### **Expectations of Members**

The Partnerships Committee generally meets as required and at the discretion of the committee chair. Generally, Committee meetings are conducted by conference or video call.

### **Succession Planning**

Committee members, including the Chair, serve by virtue of their respective roles as officers of the board, in addition to committee members appointed by the Chair as members-at-large for one year term.



## Board Attendance Policy

### Rationale

GOOD CHARITY'S Board of Directors makes most of its decisions in live meetings, either in-person or via online methods. Missed meetings diminish the effectiveness of the entire board, and thus of GOOD CHARITY. This written policy was developed to guide our roles as board members to have a shared understanding and expectation for meeting attendance to which we will hold ourselves accountable.

### Policy

- Board members are asked to use their best effort to attend 100% of board meetings but ***at least \_\_\_ of the \_\_\_*** scheduled board meetings
- Committee members are asked to use their best efforts to attend 75% of meetings for committees on which they serve. Members understand that ***failure to attend 3 consecutive meetings may forfeit their seat on the committee/task force***

### Absences

- Board and committee members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty or holidays
  - members will notify the Board Chair of meetings they know they will miss
- Failure to fulfill the minimum number of meetings indicated in this policy may require a forfeiture of a member's seat on the board unless a leave of absence has been pre-arranged
  - Members are encouraged to request a leave of absence for a mutually agreed upon time period if/when an extended interruption in their service is expected



## **Confidentiality Policy**

As members of GOOD CHARITY'S Board of Directors, it is important that we understand that proprietary information about GOOD CHARITY, its current/former board and committee members, volunteers, subcontractors and vendors is to be kept confidential and divulged only to individuals within the organization who need to receive, and are authorized to receive, such information. If you have a question or doubt as to whether information should be divulged in your role as a board or committee member, you should err on the side of caution and discuss the situation with the board chair.

All proprietary records and files maintained by GOOD CHARITY are confidential and remain the property of the organization. These records and files are not to be disclosed to any outside party without the express permission of the board chair. Proprietary information includes, but is not limited to, financial records, information regarding donors, subcontractors, vendors or suppliers, or any documents or information regarding the organization's operations, procedures, or practices. Such confidential information may not be borrowed or removed from GOOD CHARITY without express authorization.

Confidential information obtained during the course of volunteer service with GOOD CHARITY may not be used by any board or committee member for the purpose of furthering current or future outside employment or for obtaining personal gain, profit or other benefit. GOOD CHARITY may avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred.

As a GOOD CHARITY board member, you are bound to maintain confidentiality with respect to information obtained in your role as a board member including verbal presentations, written materials, discussions and deliberations. The ability to share information and discuss issues openly is essential to quality board work. Failure to keep confidentiality may result in removal of a member from the board.



## Non-Disclosure Agreement

I agree that any information disclosed to me by members or key contractors of GOOD CHARITY or by third parties, in connection with my membership on Committees or leadership, will be considered privileged and confidential, including all such information relating to individual members and third parties, and discussion by Committee members, staff and third parties on these subjects.

Confidential information shall not include information previously known to me, the general public, or previously recognized as standard practice in the field.

I agree that I will hold such privileged and confidential information in confidence during my lifetime and will not use or disclose such information except as may be authorized by GOOD CHARITY, and I will make my best effort to prevent its unauthorized disclosure. I acknowledge that unauthorized disclosure could cause irreparable harm and significant injury to GOOD CHARITY and its members.

I agree that upon request, I will return to GOOD CHARITY all written or descriptive matters supplied by GOOD CHARITY in any form, format or medium, including committee agendas, minutes and supporting documents.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Signed copies will be required on an annual basis as acknowledgement of members commitment to GOOD CHARITY'S mission.*

If you have any questions, please email: \_\_\_\_\_



## Contribution Commitment Form

Because board service implies a commitment of the board member's skills, time, talent and treasure, it is accepted that all board members will make financial contributions to GOOD CHARITY. Accordingly:

1. Each board member will make every effort to meet the minimum amount of financial contribution, currently \$\_\_\_\_\_, every year.
2. Contributions may be made from the board member's private resources or may be raised in any manner that does not conflict with executive limitations or otherwise compromise the organization.
3. Contributions may be scheduled in a series of smaller gifts or payments.
4. In the case of financial hardship, a board member who is unable to meet the minimum requirement may contribute to the best of his or her ability with prior approval of the Board Chair.
5. Recognizing that major funders take the board's financial contribution into account when assessing our organization as a potential beneficiary, the members of the board commit to achieving 100% compliance with this policy every year.

I, \_\_\_\_\_ personally commit to financially contribute to GOOD CHARITY this year in the amount of: \$\_\_\_\_\_.

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*Thank you for supporting GOOD CHARITY. Please send this completed form to: \_\_\_\_\_ to make arrangements for payment*



## Board Member Commitment Form

GOOD CHARITY'S Board of Directors is the governing body of the organization charged with fiduciary oversight, guidance of organization's direction, as well as ensuring organizational strength and sustainability. By signing the agreement below, you demonstrate your personal commitment to meet GOOD CHARITY'S expectations for service on its board of directors.

*I \_\_\_\_\_, understand that as a member of the Board of Directors, I have a responsibility to help the organization fulfill its mission. I believe in GOOD CHARITY'S purpose and its mission, and I agree to act responsibly and prudently as its steward.*

1. I will be an ambassador for GOOD CHARITY'S work and values to the community, represent the organization in a positive manner, and act as a spokesperson only when such authority has been delegated to me by the board.
2. I will use my best effort to attend 100% of board meetings, striving to not miss more than \_\_\_\_ of the \_\_\_\_ scheduled board meetings. I understand that failure to do so may forfeit my seat on the board.
3. I will use my best effort to attend 75% of meetings for committees on which I serve. I understand that failure to attend 3 consecutive meetings may forfeit my seat on the committee.
4. Under special circumstances, I may request a leave of absence for a mutually agreed upon time period.
5. I will maintain my assigned email address and ensure all documents created are kept confidential and within the organization for security and transparency.
6. I will ensure all correspondence of my role and email address is reciprocated within 48 hours of receipt and in the event I am unable to, I will ensure messages are forwarded to a Board colleague or link to their email address via my email's vacation response settings.
7. I will participate actively in board strategy discussions.
8. I will, to the best of my ability, attend annual event(s) and the annual board retreat.
9. I will act and make decisions that are in GOOD CHARITY'S best interests and ensure the organization meets the needs of its various constituents.
10. I will disclose any conflicts of interest and not vote on matters where my interests may conflict with those of the organization.



11. I will stay informed about the organization. I will ask questions and request information as needed. I will participate in discussions and take responsibility for making a decision by voting.
12. After a vote has been taken, I will support the action taken, even if I did not vote in favor of the action taken by the majority.
13. I will evaluate the performance of the Executive Director, as appropriate, and participate actively in leadership transition planning.
14. I will participate in a process to evaluate the board's impact, help to design and implement strategies to improve the board's performance and always be looking for ways the board can increase its effectiveness.
15. I will work in good faith with the Executive Director and other board members as partners towards achievement of our goals. I have read and understand the commitments presented above and will try to fulfill each one to the best of my ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signed copies will be required on an annual basis as acknowledgement of members' commitment to GOOD CHARITY'S mission.

If you have any questions, please email: \_\_\_\_\_



## GOOD CHARITY Volunteer Position Description: GREAT TITLE HERE

Posted on DATE HERE by PERSON HERE, COMMITTEE HERE

*GOOD CHARITY'S Vision is a world where X, Y, Z.  
Our Mission is to A, B, C.*

**Volunteer Opportunity:** GREAT TITLE HERE

We are looking for   0   volunteer(s) for this position. **This position is OPEN/HAS BEEN FILLED.**

**Estimated hours required per month:** 0 hours/week, or about 0 hours a month

**Term of Service:** 1 year

**What you'll be doing:** FUN DESCRIPTION OF DUTIES HERE.

*IF NEEDED: Works closely with LIST OTHER POSITIONS HERE.*

**Requirements:** LIST HERE.

**Benefits:** LIST HERE.

**How this position fits in with GOOD CHARITY's Vision & Mission:** EXPLAIN HOW THIS POSITION FITS INTO THE LARGER MISSION/VISION.

This position is part of the **COMMITTEE HERE** and reports to **Committee Chair NAME HERE** (EMAIL HERE).

***Sound like FUN?***

Email \_\_\_\_\_ and let's Google Meet for 15 minutes to see if we're a good fit!