



Board Overview, Expectations and Commitment Form

Mission

The mission of the Community Foundation for the Greater Capital Region is to strengthen our community through philanthropy.

We do this in collaboration with donors and community partners who share our vision for community transformation through stewardship of charitable endowments, superior donor services, effective grantmaking, and leadership to address community needs.

Value Proposition

- Unsurpassed community knowledge and excellent donor services;
- Community transformation through grantmaking, community leadership (convening, leading, participating in community initiatives focused on positive impact) and donor education;
- Sustainable growth in charitable assets and increased resources for community impact.

Board Member Role and Responsibilities

The Community Foundation Board of Directors serve as brand ambassadors to articulate the Foundation's mission and value proposition. The Board supports the Foundation's strategic goals to focus on positive impact, increase collaborations and partnerships, strengthen the Foundation's ability to lead and grow philanthropic resources.

Together the Directors:

Set the Direction

- Articulate the Foundation's mission, vision and values.
- Develop objectives in alignment with the mission and strategic plan.
- Set policies for the governance and operation of the Foundation.

Ensure Resources

- Hire and support the President.
- Develop a strong, effective board.
- Ensure adequate financial resources.

Provide Oversight

- Serve as fiduciary stewards by monitoring financial performance.
- Monitor the Foundation's programs and activities.
- Ensure legal and ethical standards are met.
- Mentor and evaluate the President.
- Engage in regular self-assessment.

**Fiduciary Responsibility**

- Legal responsibility for investing money or acting wisely on behalf of another.
- Annual review and approval of a budget.
- Procurement of needed funding for administrative operations.
- Regular examination of financial statements.
- Verification that all filing requirements and tax obligations are fulfilled.
- Regular convening of an audit committee.

Participate in Development Efforts

- Serve as an ambassador for the Foundation.
- Put forth a positive image of the Foundation in the community.
- Help the Foundation attract and connect with potential donors.
- Adhere to the Foundation's social media policy (see Appendix A).

2026 – 2027 Board Expectations**Board and Committee Meetings**

Enclosed is a list of tentatively scheduled Board Meetings. As stated in CFGCR's by-laws, Board members are expected to attend all Board meetings.

Meeting materials will be posted on the CFGCR website on the Friday prior to the Wednesday Board meetings. Please review the posted materials prior to the Board meeting and bring any needed documents with you.

The Foundation uses a consent agenda at all Board meetings. Consent agenda items are posted on the website prior to the meeting. If there is an item that you would like to bring up for discussion, please notify the Board Chair in advance of the meeting. Upon request, the item is removed from the consent agenda and added to the regular agenda.

Each Director is expected to sit on one or two committees and attend regularly scheduled meetings of those committees during the course of the year.

Annual Contribution

Each Director is expected to contribute to the Community Foundation's annual operating fund. We ask that you consider a contribution of \$1,000, but any amount is appreciated. A solicitation letter will be sent in September, when the annual appeal is distributed to the Friends of the Foundation.

Officers Liability Insurance

The Foundation provides Directors and Officers Liability Insurance for all board members. Our policy provides \$3,000,000.00 maximum aggregate limit of liability for any claims made or deemed made during any policy year.



2026 – 2027 Board Commitment Form

Each director agrees to:

- Make an annual financial contribution commensurate with his/her ability to give in support of the Community Foundation's annual fund.
- Support the Foundation's strategic plan and annual goals by serving as an ambassador of the Foundation.
- Attend regular meetings of the Board and the Annual Celebration of Philanthropy.
- Serve on at least two Board Committee/Work Groups.
- Adhere to the Social Media Policy (see Appendix A).

I. Contribution to Annual Fund (100% Participation Required).

\$_____ 2027 Pledge

II. Provide CFGCR 3-5 hours/year of Board Ambassador support by choosing from the following menu (estimated time):

- _____ Host one "widening the circle" prospect event (5 hours)
- _____ Introduce CFGCR to a prospect –invite to lunch with staff or to an event (2 hours)
- _____ Arrange for and attend a presentation to a target civic group or association (2 hours)
- _____ Co-present to a prospect (organization or individual) (2 hours)
- _____ Introduce CFGCR staff to professional advisors – 3 calls (1 hour)

Signature

Print Name

Date