



## NEW BOARD MEMBER ROLES AND RESPONSIBILITIES

Last updated 5.18.2022

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**GENERAL PURPOSE:** The Board of Directors governs Children's Flight of Hope (CFOH), determines and drives goals and objectives, assigns relevant priorities, and ensures its mission is effectively delivered. The Board of Directors is responsible for thoughtfully managing, contributing to, and growing financial resources to ensure the CFOH mission is delivered to its fullest potential.

**SKILLS AND IDEALS REQUIRED:** Board members should actively participate, should have the desire to serve as external advocates, ambassadors, connectors, and fundraisers and should do so with commitment to the CFOH core values to:

- Lead with Compassion
- Uphold Trust
- Thrive Together
- Show Gratitude and Respect
- Grow Impact

### EXPECTATIONS OF MEMBERS OF THE BOARD OF DIRECTORS

#### Standard Board Functions:

1. Make every effort to attend CFOH board meetings and fundraising events
2. Actively participate in a minimum of one committee
3. Monitor and strengthen programs and services aligned to the mission
4. Oversee financial controls and protect assets
5. Oversee legal and ethical standards
6. Build effective Board competencies, engagement, representation, and succession
7. Connect to resources and funding

#### Additional Context of Standard Board Functions:

- **Fundraising:** The mission delivery of Children's Flight of Hope is funded through the philanthropic efforts of others and the board of directors should lead by example through:
  - meaningful personal contributions annually and employer matching (if applicable) with consideration of inclusion in CFOH Legacy of Hope society
  - corporate support annually (if applicable)
  - support of key fundraising initiatives, campaigns, and events
- **Connecting resources to include:**
  - nameable introductions to strategically aligned stakeholders such as sponsors and donor prospects, program partners, grant and foundation opportunities, and board candidates
  - working with staff to secure *recurring and new* money to drive mission growth



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- exploring opportunities for additional revenue streams such as vendor campaigns, personally led initiatives, etc.

### **ESTIMATED TIME COMMITMENT: Approximately 56 hours per year:**

- Regular meetings: four 2-hour meetings + 1 hour review time for each (12 hours)
- Two-half day retreats (6 hours)
- Service on at least one committee with one hour every other month for meetings and active work one hour per month (18 hours)
- Attendance at CFOH fundraising events (20 hours)

### **PROCEDURAL AND ADMINISTRATIVE REQUIREMENTS:**

- Attend no less than 75% of regular meetings of the Board of Directors, which are held at a date, time, and place to be determined by the Board. Each meeting is approximately two (2) hours in length. In person attendance is strongly encouraged and remote options will be provided.
- Join at least one committee. Active committees include Executive, Mission Advancement, Finance, Governance, Development, Brand Awareness and Marketing. Additional committees may be permanently established or set up ad hoc.
- Be available to the President and CEO or other board members as needs arise and within the requirements of employment commitments.

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

Signed: \_\_\_\_\_

Date:     /     / 20