**CFTC Logo MAY 2011.tif**

**Board Member Service Agreement**

The Board of Directors of the Community Foundation of Tompkins County hold a position of public trust and accountability and shall have general power to control and manage the affairs and property of the Corporation in accordance with purposes and limitations set forth in the Certificate of Incorporation and Bylaws. Codes of ethics and the Board’s ability to function at a high level of responsibility and accountability promote citizen, community, and donor confidence in the Foundation and its ability to advance its mission.

**Expectations:**

Will maintain confidentiality

* Hold confidential all board and committee discussions and decisions unless specified as appropriate to share
* Uphold donor confidentiality at all times including:
  + Discussions with donor and donor prospects
  + Gift amounts and requests for anonymity
  + Donor information and grants made unless given permission to do so
* Keep concerns over board and/or staff internal to the organization

Will be an ambassador of good will

* Communicate and promote the Foundation's role in the community
  + Identify, evaluate and ask potential prospects
  + Represent the Foundation at functions and in the community
* Assist with recognition and thank you activities for those who have

supported the Foundation

* Serve as liaisons as requested to other organizations

Will uphold legal and fiduciary responsibilities

* Duty of Care: overseeing the organization’s finances, activities, and

participation in governance

* Duty of Loyalty: protecting the Foundation against any conflict of

interest, real or possible, and disclosures as appropriate

* Duty of Obedience: insuring the Foundation's compliance with all

appropriate laws

Will attend, participate, and commit

* Attend (monthly) Board meetings
* Serve on at least one Board Committee
* Attend the Annual Meeting and Foundation events
* Make personal financial contributions to the fullest extent of means

Will come prepared, and ask in advance

* Read Board minutes, financials statements, committee reports, annual

reports, audit and other material provided

* View CF web site [http://www.cftompkins.org/](http://www.communityfoundationoftc.org/)

Criteria for Selection:

* Those who serve as Directors should have a demonstrated history of commitment to the community through service, philanthropy, and volunteerism; each needs to be active currently in the community affairs and organizations of Tompkins County, New York.
* Those who serve as Directors need to be highly respected individuals whose judgment and enthusiasm for serving this county and its residents are beyond question.
* Those who serve must be willing to engage actively in the work of the Foundation and bear the responsibilities as leaders of a public charity with due diligence and commitment.
* Those who serve must understand philanthropy’s role in a community, demonstrate willingness to support the Foundation financially in keeping with their own capacities, and encourage others to support the Foundation as well.

**Terms of Service:**

* Regular Board terms are three years, starting January first
* Replacement appointees will serve until the next election, January first

By signing below, you pledge to uphold your responsibilities and duties, to the best of your abilities, as a Board Member of the Community Foundation of Tompkins County, Inc. It is understood that failure to meet the terms of this agreement may lead to probation, resignation, and/or dismissal by a Board vote.

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Board Member Date

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Board Chair Date

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N&G Committee Chair Date