



BOARD OF TRUSTEES ROLES AND RESPONSIBILITIES

ANNUAL PLEDGE

Trustee Name (printed): _____

As a Daniel trustee, I agree to serve up to three three-year terms and acknowledge that I have read and understand the roles and responsibilities related to board service. I agree to comply with the following:

Governance

Policies and Bylaws of the agency; Conflict of Interest Policy; Confidentiality Policy; Directors' and Officers Liability Insurance Policy; Financial Commitment and Board Giving Policy; Strategic Plan and Operating Budget.

Time

The board of trustees meets six times a year, with meetings scheduled in advance to ensure maximum participation. Trustees are expected to attend all meetings, but attendance is required for at least four meetings to ensure a quorum. These meetings provide opportunities for trustees to participate in the life of Daniel and gain in-depth knowledge of the organization as they work with leadership to successfully execute Daniel's Strategic Plan.

Talent

Trustees are required to participate in at least one of the following board committees and to attend at least 75% of the meetings:

The **Trusteeship Committee** sets the expectations for board member performance. They identify, educate, qualify, cultivate, recruit, nominate, orient, mentor and evaluate members of the board. The committee reviews the bylaws regularly. The committee develops and updates the strategic plan.

The **Audit and Finance Committee** ensures that Daniel's finance and business operations are conducted effectively. The committee is responsible to the board to: review financial statements and operating budgets, review investment reports, appoint and evaluate investment managers, review the agency insurance program, employee benefits and the annual audit.

The **Development Committee** ensures that the agency has a comprehensive plan in place to meet Daniel's needs for philanthropic support. The Committee is responsible to the board to: approve a comprehensive development plan, including annual giving, special events, major gifts and planned gifts, solicit all board members for their annual gifts, function as the major gifts committee by assisting staff in identifying, cultivating and soliciting prospects, approve the annual stewardship plan, evaluate the effectiveness of the development program, recommend all development-related policies to the board, review regular reports on fundraising progress. In addition, as plans for capital and endowment fund raising are developed, the committee and all



trustees are expected to make a leadership commitment in support of programs of special interest to them. And, each trustee will be encouraged to make provisions for Daniel in his or her estate plan.

The **Properties Committee** is responsible for overseeing the management and governance of all properties, improvements, plants and equipment owned by the agency.

The **Program Committee** is responsible for the oversight of current programs and services, program expansion or development as outlined in the strategic plan, and keeping the full board abreast of changing climates in the political and funding arenas.

Treasure

All trustees are strongly encouraged to personally support Daniel through membership in the 1884 Giving Society with a minimum unrestricted contribution of \$2,500. Trustees are asked to assist the agency in meeting fundraising goals by making his or her gift as generously as possible and by participating in annual giving, special events, major giving and planned giving.

Trustees are expected to be ambassadors for Daniel, engaging their friends, family, and associates who may also share the passion of caring for children.

Communication

Print name as it should appear in official records: _____

Email: _____ Phone(s): _____

Address: _____

Acceptance Signature

Name: _____

Date: _____