Affiliate Board Member Expectations

What is the role an affiliate board?

Affiliate boards play a vital role in advancing our shared mission. To ensure strong governance and meaningful community impact, boards are expected to adopt and follow the procedures outlined on pages 2–3 of the Affiliate Playbook.

Core Responsibilities & Governance Role

- **Fiduciary & Strategic Oversight:** Exercise fiduciary duty by acting in the best interest of the foundation. Ensure adherence to the bylaws of your affiliate and the Memorandum of Understanding with the CFO.
- **Leadership & Planning:** Participate actively in strategic planning, succession planning, annual goal setting, and board leadership development.
- **Community Leadership:** Share funding opportunities with local nonprofits and civic leaders, serving as an ambassador for the foundation within the community.
- **Onboarding & Governance:** Complete mandatory onboarding within the first 90 days, including signing required Conflict of Interest and Confidentiality disclosures.
- **Attendance:** Be present in person or online for at least 80% of scheduled meetings
- **Personal Contribution:** Support the affiliate community foundation financially in a way that is meaningful to you

Annual Affiliate Board Member Commitment & Expectations Form

This form should be reviewed and signed annually by each board member.

1. Meeting Attendance & Active Engagement

- Attend at least 80% of regularly scheduled board meetings (held at least six times per year).
- Review agendas and meeting materials prior to meetings to ensure informed participation.
- Actively engage in discussions, support team consensus, and champion group decisions once finalized.

2. Education & Professional Development

- New Members: Complete the "CFO 101" virtual orientation within the first month and attend all four virtual orientation sessions within the first year of board service.
- All Members: Participate in at least one CFO educational opportunity annually (e.g., virtual Affiliate Board Education events, in-person trainings, or the Rural Philanthropy Summit).

3. Board Diversity & Community Representation

- Support ongoing board recruitment efforts using the recruitment matrix to ensure representation across race, gender, age, geography, and professional backgrounds.
- Help identify new community leaders and partners to build a diverse leadership pipeline.

4. Outreach & Asset Development

- Promote CFO funding opportunities and community leadership initiatives.
- Engage with local civic, educational, or governmental groups to stay informed on local needs and bring insights back to the board.
- Support the affiliate foundation financially in a way that is meaningful to you.

Annual Acknowledgment & Commitment

I have reviewed and understand the Affiliate Board Member Expectations, Core Responsibilities and Governance Role outlined above. I agree to fulfill these responsibilities to the best of my ability for the upcoming fiscal year.

Affiliate Foundation Name: ______________________________

Board Member Name (Printed): ______________________________

Signature: ______________________________ **Date:** ______________