

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:** _____