Board of Trustee and Advisory Responsibilities and Acceptance - 2024

Congratulations on your nomination to serve as a Board of Trustee/Advisory Board Member for The Women’s Fund for Health Education and Resiliency. Your decision to accept this nomination and serve as a Trustee/Member comes with tremendous responsibility. You have been chosen because of your reputation, character, and passion for giving back. Together, with your support, we can achieve great things in our community. Please take some time to familiarize yourself with the bylaws and other pertinent information about the Organization which can be found on the TWF website. There you will find valuable information about our purpose, programs, publications and events, and other ways we serve adolescent girls and women in the Greater Houston Area.

It is the TWF’s goal to ensure that all Members of the Board of Trustees understand what is expected of them, if selected to serve. In this role, you are assuming a leadership position of the Organization and are expected to represent the TWF in both a respectable and honorable way. Serving on the Board is a privilege, and the TWF needs Trustees who are actively engaged and willing to give of their time, talent and treasure to ensure the growth and stability of the Organization.

# Time

* All members of the TWF Board of Trustees are expected to attend and actively participate in the four quarterly board meetings and the annual retreat.
  + January – Annual Board and Staff Retreat
  + March – Board meeting
  + May – Board meeting
  + September – Board meeting
  + November – Board meeting
* Advisory Board members are expected to attend a minimum of one of the above meetings annually.
* All Trustees/Members are expected to meet a minimum of one time with the Executive Director and/or Vice President by the end of the first quarter.

# Talent

* All Trustees are expected to participate in one or more TWF committee and to encourage members of his/her company/friends to get involved on committees and/or attend membership luncheons or fundraisers.
* All Trustees are expected to assist our organization by making a minimum of one strategic introduction to a potential donor, sponsor, community partner or board member annually.
* Advisory Board Members are expected to assist our organization with at least one of the following annually:  make a strategic introduction to a potential donor, sponsor, community partner or board member, serve on one of our standing or event committees, or assist with community relations and involvement.
* Additionally, all Trustees/Members have a voice and should actively share ideas at TWF board meetings.

**Treasure**

* All TWF Board of Trustees/Advisory Board Members are expected **to make a personal contribution** to one or more events, campaigns, or programs annually.
* All Trustees/Members are expected to encourage contributions from their company friends, colleagues and/or contacts through sponsorship/donations to one or more TWF events and/or programming and publications opportunities.

*Annual contribution levels are:*

* Board of Trustees should give and/or get a minimum of $2,500 per year.
  + Advisory Board Members should give and/or get a minimum of $1,000 per year.
* All Trustees/Members are expected to maintain their annual membership in The Women's Fund.
* All Trustee/Members are expected to make their annual financial pledge by February 15 of each calendar year. Pledges are not due at this time, however should be paid a minimum of 14 days prior to an event.
* All Trustee/Members are expected to make a one-time or multi-year gift to the Capacity Campaign above and beyond the annual giving expectation during the duration of the Campaign.

I have read the expectations above and agree that if selected to serve on the TWF Board of Trustees/Advisory Board, I will meet or exceed these expectations.

Name Date

CONFLICT OF INTEREST POLICY

The purpose of the following policy and procedures is to complement The Women’s Fund bylaws to prevent the personal interest of staff members, board trustees, and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

* *De*fi*nitions: Conflict of Interest (*also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and Board Trustees of The Women’s Fund. *Board* means the Board of Trustees.
* *Officer* means an officer of the Board of Trustees.
* *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to and retains a significant independent decision-making authority to commit resources of the organization.
* *Staff Member* means a person who receives all or part of her/his income from the payroll of The Women’s Fund.
* *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to The Women’s Fund.

*POLICY AND PRACTICES*

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
2. A board member is related to another board member or staff member by blood, marriage, or domestic partnership.
3. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
4. A board member or their organization/employee stands to benefit from a transaction or staff member of such organization: receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
5. A board member's organization receives grant funding from the Women’s Fund.
6. A board member or staff member is a member of the governing body of a contributor to the Women’s Fund.
7. A volunteer working on behalf of who meets any of the situations or criteria listed above.
8. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect The Women’s Fund’s best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.
9. A Board member or Committee member who is formally considering employment with The Women’s Fund must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term, which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with The Women’s Fund must submit a written request for a temporary leave of absence to the Secretary of the Board, c/o the office, indicating the time of the leave. The Secretary will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of The Women’s Fund’s Board meeting.
10. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
11. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
12. A copy of this policy shall be given to all Board members, staff members, volunteers, or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
13. This policy and disclosure form must be filed annually by all specified parties.

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| --- | --- |
| Print Name | Position |
| Signature | Date |

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| Review of Conflict of Interest Policy at the Board Meeting: |  |
| *Conflict of Interest: No Yes If marked “Yes” please explain below.* | |
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| Review of Conflict of Interest Policy at the Board Meeting: |  |

**2024 Board Pledge Form**

To prepare for the upcoming year, please share your plans for financial support in 2024. All Board of Trustees and Advisory Board members are expected to give and/or get a minimum of $2,500/$1,000 annually. Please note that this form is to give us an idea of what we can expect, and is not binding, however please communicate any changes prior to September 1. Pledges are not due at this time, however should be paid a minimum of 14 days prior to an event. You may also schedule monthly/quarterly installments. Pledge forms are due no later than February 16, 2024.

\_\_\_\_ Membership (required) $\_\_\_\_\_\_\_\_\_\_\_\_\_ due by 1/31/2024

\_\_\_\_ Spring Wine Dinner $\_\_\_\_\_\_\_\_\_\_\_\_\_ April 18, 2024

\_\_\_\_ Fall Luncheon $\_\_\_\_\_\_\_\_\_\_\_\_\_ November 3, 2024

\_\_\_\_ Donations $\_\_\_\_\_\_\_\_\_\_\_\_\_

* End of Year
* Operating
* Programming
* Publications
* Other

*All Trustees/Members are expected to support the Capacity Campaign above and beyond their annual giving expectation either through a one-time or multi-year gift at a level you are comfortable with.*

\_\_\_\_ Capacity Campaign $\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I have already made my pledge to the Capacity Campaign

­­­­­­­­­­­­­­­­**\_\_\_\_ I would like to set up my annual Board commitment and/or Capacity Campaign gift on a monthly/quarterly recurring payment.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Name Date

**“No matter how you define success, you will need to be resilient, empowered, authentic, and limber to get there.”**

― Joanie Connell, *Flying Without a Helicopter: How to Prepare Young People for Work and Life*

**Join today and provide the gift of health and resiliency!**

**All Memberships include:**

* Invitations to all events, educational seminars and webinars
* E-newsletter subscriptions
* Special pricing for our 2024 membership luncheons (February 9, May, September, and December)

**2024 Membership Levels:**

**\_\_\_\_\_\_\_$250 Legacy membership:** Provides training and materials for 25 volunteer facilitators for our *What about me?* educational classes.

\_\_\_\_\_\_\_**$150 Patron membership:** Provides materials and publications for 9 girls to attend *What About Me?* health education class where they learn valuable skills about setting and reaching their health goals.

**\_\_\_\_\_\_\_$ 50 Resilient membership:** Provides 31 women or the chance to participate in a one hour session, covering a health topic.

**For our LIFETIME MEMBERS ONLY**

**\_\_\_\_\_\_\_$275 Founder’s Society gift:** Continues the legacy of our founder, Jacqueline Goettsche and our Lifetime members helped to create. *You will receive special recognition in our newsletters and annual report.*

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*Please include all of the following information:*

Name:

Address: Phone:

City: State: Zip: Email:

*Please Check:* Check Enclosed (Payable to The Women’s Fund)

Please charge my credit card $\_\_\_\_\_\_\_\_\_\_\_\_\_. Please check one: Visa MasterCardDiscover Amex **Please auto-renew my membership annually on\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_years.**

Cardholders Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Card #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date:\_\_\_\_\_\_\_\_\_\_\_\_\_Security Code #: \_­\_\_\_\_\_\_\_\_\_Zip Code for card :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_