

Board members bring lived experience, professional experience, skills, connections, resources, and, most importantly, a spirit of partnership and a commitment to Pride Foundation's vision of a world in which all LGBTQ+ people live safely and openly as our whole selves in all the communities we call home.

Pride Foundation recognizes that having clearly defined roles and expectations for board service is an important way to ensure that all board members have a positive and meaningful experience.

The Pride Foundation Board of Directors aims to model the best practices of the philanthropic sector. Board members are active, engaged, strategic partners whose responsibilities include:

- Upholding the Mission, Vision, and Values,
- Development of Strategic Vision & Plan
- Fiduciary Oversight
- CEO Oversight
- Resource Development

As a governance board, it is important to note that board members are primarily responsible for oversight and strategic vision. While board members may be more involved with organizational processes through committee work, they are not responsible for the development or execution of programs or the creation or implementation of internal systems of the organization, which are the responsibility of the CEO and staff. The CEO should be the primary link between board and staff outside of committee work and should be the main point of contact for most board activity, major requests, feedback, and key communications in order to maintain role clarity and balance power dynamics.

ROLES AND RESPONSIBILITIES

As a member of the Pride Foundation Board of Directors, we ask you to:

SHOW UP: Pride Foundation Board members are a critical part of the organizational leadership, and full participation and engagement of all members is vital. As a Pride Foundation Board member we ask you to:

- **Member Engagement:** Attend, be prepared, and be actively present during scheduled board meetings, board trainings and briefings, and bi-annual retreats.
- **Listening/sharing:** To do our work well, it is critical that all board members are fully engaged and that everyone's input and perspectives are considered.
- **Participation:** We expect board members to participate in standing and ad hoc committee activities to broaden your knowledge and service to the organization.
- **Communication:** We ask board members to follow through and complete the tasks you commit to, and encourage you to say "no" when you are at capacity.

Communicate, in advance and in a timely manner, if possible, with the CEO and Board President when you cannot be present at a scheduled meeting due to personal, professional, or other time conflicts.

REPRESENT and LISTEN: Pride Foundation Board members are important ambassadors of our work, and play a key role in raising organizational visibility and presence across the five state region. As a Pride Foundation Board member we ask you to:

- **Board Ambassadors:** Take advantage of opportunities to represent Pride Foundation at community events and functions. This may include serving in an official speaking role or attending as an organizational ambassador.
- **Conduct:** Be mindful of your role when representing Pride Foundation as an ambassador and reflect the organizational priorities and values.
- **Share Back:** As important community advocates across the region, board members are also asked to bring back what they hear and see about opportunities and concerns to our community that Pride Foundation should know and be actively involved with.

BUILD A CULTURE OF DIVERSITY, EQUITY, AND INCLUSION: Pride Foundation is in a transformational place and time as an organization and is committed to centering racial equity within all of our work. As a Pride Foundation Board member we ask you to:

- **Policies & Practice:** Support the creation, implementation, and enforcement of policies and practices to ensure that when we say we serve the LGBTQ community and envision a world in which all LGBTQ+ people live safely and openly as our whole selves, these words match how we interact and conduct ourselves in community.
- **Representation:** Support efforts to expand the representation of our staff and Board to be reflective of the breadth of diversity of lived experiences in our communities
- **Culture:** Participate in intentionally creating our internal culture, evolving the language we use with our stakeholders, and transforming the way we conduct ourselves as an organization.
- **Ongoing Learning:** Commit to continued learning and self-reflection to deepen understanding and interpersonal connections, including through participation in race-based caucuses.

BUILD A CULTURE OF PHILANTHROPY & GIVE: Pride Foundation's ability to fulfill our mission is incumbent upon mobilizing necessary resources—time, treasure, and talent—in support of our community. Fundraising, community engagement, and donor stewardship are closely interconnected, and we expect all Board members to participate in such activities in order to build a culture of philanthropy at Pride Foundation. As a Pride Foundation Board member we ask that you outline your commitment to these activities each year, and include activities like:

- **Inviting Networks:** Inviting friends, family, colleagues, and businesses to become connected to Pride Foundation is a critical way we expand our network of supporters and amplify our work. This may be through direct 1:1 meetings

with staff and/or invitations to Pride Foundation events.

- **Hosting Events:** Hosting a house party or other fundraiser for Pride Foundation as a way to bring a broader network of supporters to our work, or to further engage existing supporters.
- **Donor Stewardship:** Supporting donor stewardship activities like calling donors or sending thank you notes is a critical way to build and deepen relationships with our donors.
- **Give:** 100% board giving is an important indicator of an organization's strength in the nonprofit sector. We ask that each board member make a financial commitment to Pride Foundation each year that is personally significant to you, and that Pride Foundation will be among the top three largest charitable gifts that you make every year that you serve on the Board of Directors.

ACT ETHICALLY: Pride Foundation's policy is to uphold the highest legal and ethical standards. Our donors, volunteers, and community partners support Pride Foundation because they trust us to be good stewards of their resources and to uphold rigorous standards of conduct. Pride Foundation expects its directors and officers to act in a professional manner, treat others with respect, and to refrain from any illegal, dishonest, or unethical conduct. Directors and officers should not use their positions to obtain unreasonable or excessive services or expertise from Pride Foundation's staff. As a Pride Foundation board member, we ask that you:

- **Leadership:** Conduct your organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- **Boundaries:** Maintain appropriate boundaries in all interactions with Pride Foundation staff, donors, scholars, and grantees.
- **Power dynamics:** Be mindful of power dynamics that are inherent to your role as a board member in general, and as a board member of a foundation in particular.
- **Integrity:** Demonstrate the highest standards of personal integrity, truthfulness, and honesty in all your activities in order to inspire confidence and trust.
- **Conflicts of Interest:** Avoid any interest or activity that is in conflict with the conduct of your official duties on behalf of Pride Foundation, and report in a timely manner any conflicts that emerge.
- **Confidentiality:** Respect and protect confidential information to which you have access in the course of your official duties. Key examples of confidential information include:
 - Content of board meetings or packets beyond what is reflected in the minutes
 - Financials that are not prepared for public consumption
 - Scholarship and grant recipients before dockets are made public

- Contact information and giving levels of donors beyond what is represented publicly

LENGTH OF SERVICE

Board members are elected to a two-year term, April 1 – March 30. Board members may be re-elected up to four additional times, for a maximum of five two-year terms (ten years total).

I acknowledge that I have received a copy of the Board Roles and Responsibilities document and agree to be bound by it.

Signature

Date

Printed Name