

Hands & Voices HQ Board of Directors Commitment Declaration

The Hands & Voices¹ Board of Directors' purpose is to serve the headquarters organization in support of its mission and activities. Board members commit to service that sustains the operation and growth of the organization. Board responsibilities include:

Governance:

- Oversee and evaluate the Executive Director and all activities of the organization;
- Review and monitor the activities of the organization to ensure their alignment with the Hands & Voices Mission;

Leadership:

- In partnership with the Executive Director and management, guide the mission and activities of Hands & Voices;

Stewardship:

- Ensure dedication to, and use of assets for, the benefit of the public.

Commitment Declaration

In order to fulfill these service obligations, all Board members are asked to commit to the following expectations. These expectations are also part of the Hands & Voices By-Laws which describe the function and purpose of the Board of Directors.

1. Attend all conference calls and the face-to-face Annual Board Meeting (at H&V expense) during your two-year term.
 - a. Inform the Board President or Executive Director of inability to attend meetings or fulfill board assignments in a timely manner
 - b. Respond to all electronic communication in a timely manner.
2. Hire/support/evaluate the Executive Director
3. Assure sustainability of the Board, recruiting board members and securing officers of the Board
4. Constructively participate in discussions; providing input and reflection that supports the Mission and Vision of Hands & Voices
 - a. Review and approve the annual budget
 - b. Review and approve the strategic plan
 - c. Review and approve major organizational decisions, commitments, and plans including expenditures
5. Evaluate progress toward program and financial goals
6. In conjunction with executive staff, provide leadership on organizational and programmatic goals

¹ **Hands & Voices**, the Headquarters (HQ) of the organization will be identified in this document as Hands & Voices.



HQ Board Commitment

- 7. Provide letters of support, review funding proposals and grants, and/or other educational submissions that may benefit the organization
- 8. Participate in at least two activities that are part of the current strategic plan, including but not limited to participation on committees which are authorized by the board president.
- 9. Make a monetary donation (no minimum) to keep the organization within the 100% Board “giving” criteria (this is a requirement of most grant funding sources).
- 10. Other supporting functions:
 - a. Fundraising
 - b. Planning
 - c. Parent and Professional Relationships
 - d. Others as needed

Hands & Voices HQ By-Laws (excerpt)

4.2 Function and Purpose

- 4.2.1. To provide oversight and inspiration to the organizations’ activities and operations.
- 4.2.2. To ensure that the organization is responsive to the perspectives and views of the membership.
- 4.2.3. To give direction to the organizations’ short and long term planning efforts
- 4.2.4. To provide public awareness about the organization and its mission.
- 4.2.5. To engender collaborative connections between other advocacy and support organizations, public and private agencies, and other Hands & Voices chapters, in order to influence systems’ change.
- 4.2.6. To ensure that all goals and activities of the organization are based upon the philosophy of unbiased methodology or approach.
- 4.2.7. To actively support the organization through direct financial contribution and/or voluntary in-kind service.
- 4.2.8. To assist in the ongoing recruitment of potential individuals and/or service sectors to serve on the board
- 4.2.9. To recruit, screen and hire Executive Director of the organization
- 4.2.10. To give guidance and approval to the organization’s budget.

I have read, understand, and accept these responsibilities as a member of the Hands & Voices HQ Board of Directors. I understand that I am subject to all relative organizational policies set forth in Hands & Voices Board Manual.

Name	Date
For information only – BOD application process	