

DUTIES AND RESPONSIBILITIES
OF SONOMA VALLEY FUND (SVF) BOARD MEMBERS

1. Advocate and promote the mission, goals, image, programs, and activities of SVF. Assist in educating the public regarding what SVF is, what it can do for donors and the community, and what it has accomplished so far.
2. Be aware of and responsive to community needs and bring these needs to the attention of the Board and its committees. Assist in building collaborative relationships with local community groups and nonprofits.
4. Make personally meaningful financial contributions to Sonoma Valley Fund, as follows:
 - a) During the first term of board service, complete and sign a Planned Giving Agreement that is linked to a bequest made to Sonoma Valley Fund that provides for grant making.
 - b) Provide financial support to fund SVF’s operations at a level commensurate with board membership and equal to, or greater than my top three contributions made each year.
 - c) During my term of board service, make a significant and meaningful gift to support SVF’s grant making. This gift can be unrestricted or directed, but should allow for some level of discretionary grant making by SVF.
6. Become fully educated and informed on all aspects of SVF’s programs and operations, including attendance at Board member orientation and training sessions.
6. Support contact with prospective new donors by introducing them to the concept of SVF as “a bridge” to assist them in fulfilling their legacy wishes. Inform them of SVF resources and programs that can assist them in meeting community needs, especially in their areas of interest.
7. Work with other Board members, SVF’s committees, and the Community Foundation staff to establish SVF policies and procedures and administer its affairs and programs.
8. Attend all scheduled SVF Board meetings. If a board meeting is to be missed, communicate that to the board chair and secretary prior to the meeting. Serve on one or more committees or task forces as needed, and carry out other duties as may be suggested or assigned.
10. Review and vote on grant recommendations put forward by the Grants Committee.
11. Review and comply with the Affiliate Policy between SVF and the Community Foundation Sonoma County. Sign the Acknowledgement as required of all SVF Board members.
12. Strictly comply with the Conflict of Interest policy attached as “**Exhibit B**”.

I accept the responsibilities of a Board member.

Board Member

Board President

Name

Date

Name

Date