



Board Member: _____

Board Responsibilities for 2020-2021

The Board is responsible for:

- Approving and reviewing the annual budget and monitoring monthly income and expenditures.
- Approving and reviewing the monthly minutes and other significant documentation.
- Considering recruits to our Board, Board Committees, Sub-committees and Ad Hoc Committees.
- Electing Board Officers (President, Vice President, Secretary & Treasurer) each year.
- Formulating and executing fundraising events and utilizing committees to reach or exceed the goal of the approved annual budget.
- Hiring, direction, evaluation, and oversight of the Executive Director.
- Oversight of the Billie Gannaway Memorial Scholarship Fund.
- Vision and direction of A Stepping Stone Foundation.

Each Board Member agrees to:

- Abide by the By-Laws of A Stepping Stone Foundation.
- Abide by the Donor Bill of Rights and agree to honor the confidentiality of our supporters' information.
- Attend scheduled Board meetings in-person, via tele-conference or video-conference. Board meetings are typically scheduled on the second Tuesday of every-other-month (no meetings in July or December). Board Members are to miss no more than 2 meetings per year (a proxy counts as a missed meeting).
- Invite at least two of my best donor prospects for a Literacy Elevates Arizona Families (LEAF) classroom tour or to be my guests at an appropriate function.
- Make no financial profit from A Stepping Stone Foundation and agree to sign the Conflict of Interest Policy.
- Participate in a minimum of one committee, sub-committee, or ad hoc committee.
- Serve a minimum of three years on the Board. Term limits are three three-year terms.



Board Service Options for Fiscal Year 2020-2021

I. Committee, Sub-Committee, and Ad hoc Committee Commitment (Select a minimum of 1):

- Billie Gannaway Memorial Scholarship Endowment Committee
Responsibilities include, but are not limited to workshop(s) on applying to the scholarship, addressing questions from applicants, reviewing and selecting awardees, and pursuing new forms of investment.
- Cena y Serenata Committee
Responsibilities include, but are not limited to the planning and execution of the event.
- Grants Development Committee
Responsibilities include, but are not limited to focusing on supporting the researching and submission of grant opportunities and major donations.
- Fundraising Committee
Responsibilities include, but are not limited to developing new sources of contributions through hardcopy and online campaigns, events, and programs.
- Learning Advancement Committee
Responsibilities include, but are not limited to supporting the learning outcomes of our program participants.
- Marketing Committee
Responsibilities include, but are not limited to social media, website, newsletters, blogs, and special events support.

II. Financial Commitments

As a Board Member of A Stepping Stone Foundation I am committed to the mission of the organization. I understand how critical donor cultivation is to the success of the organization. Therefore, I will work to garner funding that will support the organization's annual development goal of \$480,000 in operating funds. Toward those goals:

a. Annual Fund

i. Personal Donation

Expected:

I will make the following personal cash donation (a minimum donation of \$250 annually is expected -- multiple payments are allowed to ensure the highest possible gift is made) by June 30, 2021:

\$250 \$500 \$1,000 \$2,500 \$5,000 Other: \$ _____

One Time Payment Check Attached One Time Online Payment on _____.

Starting _____ will divide my contribution throughout the fiscal year and submit payments online starting on _____ in the amount of \$ _____ each.



ii. Special Event – Serenata

Expected (Select a minimum of 1):

_____ I will purchase a table, secure a table sponsorship, or sell a minimum of 4 tickets.

_____ I will secure a live or silent auction item.

SIGNED:

DATE:

Board Member

***We commit to providing each member of the Board of Directors
with the tools and support needed to be successful.***

SIGNED:

SIGNED:

Cynthia Gattorna
Executive Director

Gabriel Escontrías, Jr.
Board President