



Individual Duties of a Director:

- Attend at least 50% of the board meetings within a six-month period of time either in person at said meeting place, via telephone conference call or by email meeting.
- Participate in at least one fundraiser within a three month period of time by volunteering or chairing the event.
- Actively promote all foundation events to the public through emails, flyers or in person.
- Keep well informed about SLSF events and programs by reviewing all communications (emails, website, flyers, etc)
- Participate either as a chair or an involved member of at least one SLSF committee
- Prepare in advance for all board meetings by reviewing the regular agenda, consent agenda items and other reports distributed
- Suggest agenda items periodically for board and committee meetings
- Participate in interim board votes taken between regularly scheduled monthly board meetings
- Review and respond promptly to all email and other communications from the president and other board members
- Familiarize yourself with the SLSF bylaws and current fiscal year's budget
- Follow conflict of interest and retention/destruction of record policies
- Suggest possible board nominees who can make significant contribution to the work of the board and the foundation.
- Make sure the foundation engages in activities which follow its mission statement.
- Familiarize yourself with how a nonprofit can jeopardize its 501c3 status
- Actively participate in discussions at meetings and ask questions when you don't understand something.