



Leadership Team Commitment Agreement: Expectations & Responsibilities

Purpose:

The purpose of this agreement is to define and develop a strong and mutually beneficial collaborative relationship between California AfterSchool Network (CAN) and its Leadership Team comprised of California's expanded learning time stakeholders and allies.

The Leadership Team oversees CANs programs and funding.

It provides oversight of its programmatic work and its funding to ensure that it meets its mission and is operated effectively and in the best interests of its members, clients, funders, employees, fiscal sponsor and the community at large. The Leadership Team's responsibilities include strategic planning, budgeting, seeking funding, organizational operations and community relations. The governing board and officers of CAN's fiscal sponsor, the Foundation for California Community Colleges (FCCC), are CAN's fiduciaries. The relationship between CAN and the Foundation for California Community Colleges is outlined in a Memorandum of Understanding (MOU). CAN Leaders shall serve without compensation for their services. However, it is possible that Leaders may receive reimbursement for travel for Leadership Team meetings if they are unable to attend a meeting due to lack of travel reimbursement. In addition, Leaders are not precluded from serving the Network in other capacities, and receiving reasonable compensation for such services.

As a Leadership Team member, I commit and agree to the following Leadership Team functions and terms of engagement:

Leadership Team Functions & Engagement Terms

A. Leadership Team Meetings: Time & Effort

- 1) Prepare for and review Leadership Team materials prior to meetings, participate in, and attend 75% of the quarterly Leadership Team meetings. If necessary, a Leadership Team member may require one excused absence per year. An unexcused absence will trigger communication from CAN for cause, meeting update and/or request in Leadership Team resignation as the case may be.
- 2) Respond to time-sensitive communications (within three business days) from the Executive Director or other Leadership Team Members either through email or phone, particularly when a vote is needed
- 3) Serve at least one 3-year term (with the opportunity for a second term)
- 4) Be willing to serve in leadership positions, undertake special assignments as needed, and/or actively participate on at least one of CAN's Standing Committees or as a Co-chair of a field committee.
- 5) Ask timely and substantive questions at Leadership Team and committee meetings while supporting the decisions on issues decided by the Leadership Team.
- 6) Suggest agenda items for Leadership Team, Standing or Ad Hoc committee meetings to ensure that significant ideas are addressed.
- 7) Dedicate an average of 4-8 hours a month to CAN related activities.
- 8) Participate consistently with the CAN Conflict of Interest Policy.

B. Operational

- 1) Financial Review and Management
 - Adopt an annual budget and *support the E.D.* to ensure that adequate financial and other resources are available *and aligned* to advance the CAN's vision, mission and goals

- Faithfully read and understand the organization’s quarterly financial statements
- Support CAN’s relationship with its fiscal sponsor, fulfillment of its fiscal sponsor’s fiduciary duties and pursuit of the achievement of its fiscal sponsor’s tax exempt mission.

2) Fund Development:

There are many ways to support CAN’s Fund Development strategy, and participation in fund development is not a prerequisite for CAN Leadership. Roles in fund development vary depending on Leadership Committee participation, Leadership Team member comfort/ability, and CAN’s Conflict of Interest Policy. The Leadership Team role in Fund Development may include:

- Leveraging and utilization of talents, relationships and resources to support the advancement of CAN’s vision, mission and programs
- Participate in CAN’s fundraising events and activities

3) Human Resource Development

- Support CAN in following fair and legal human resources policies, consistent with the personnel policies and practices of its fiscal sponsor
- Recommend the hiring, dismissal, and compensation of the Executive Director of CAN. Regularly support and annually assess performance of CAN’s Executive Director

4) Leadership Team Development:

- In coordination with the Leadership Development Committee, recruit, recommend and engage new Leadership Team members who can make a positive contribution to CAN
- Annually assess individual and whole group performance of Leadership Team to support and continually improve Leadership Team effectiveness
- Actively participate in Leadership Team leadership development activities

C. Strategic Planning and Visioning

- 1) Define/set the direction for CAN mission and vision
- 2) Actively develop and support the 3-5 year strategic objectives/plan of the organization and its annual implementation plan
- 3) Annually assess and offer input to improved organizational success

D. Raise Community Profile

- 1) Serve as the advocacy base and voice for CAN
- 2) Build relationships with Leadership Team, staff and community partners
- 3) Provide informed policy direction for CAN.
- 4) Positively represent CAN in public. Leadership Team members are expected to discuss CAN informally and, upon occasion, to represent CAN at events such as conferences, workshops, and community meetings
- 5) Collect relevant information and perspectives from our constituents and/or other divisions/offices
- 6) Disseminate CAN and expanded learning time information to our constituents

I have read, understand, and agree to the expectations and responsibilities of CAN Leadership Team Commitment Agreement

Signature

Date

Print name, title and organization