



## **Leadership Team Commitment Agreement**

### ***Expectations & Responsibilities***

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#### **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 Out of School Time (OST) and Expanded Learning stakeholders and allies.

#### **Leadership Team Oversight**

The Leadership Team acts as CAN's primary governing body by defining CAN's strategic direction; making decisions on whether CAN adopts new opportunities and partnerships; assessing progress toward strategic goals and makes recommendations to support organizational success; participating in fund-development and partnership development efforts; reviewing and provide oversight to CAN's budgets and finances; supporting the CAN Executive Director, representing CAN publicly, and supporting a positive relationship with CAN's Fiscal Sponsor<sup>1</sup> (Collaborative Impact Partner), the Foundation for California Community Colleges (FCCC). The governing board and officers of FCCC, CAN's Collaborative Impact Partner, hold primary fiduciary responsibility for CAN. . 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. 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**

1. Leadership Team Meetings: Time & Effort
  - a. Prepare for and review Leadership Team materials prior to meetings, participate in and attend approximately 70% (five of seven) of Leadership Team virtual meetings and 50% (one of two) in-person meetings. Leaders are expected to inform CAN staff and co-chairs through the RSVP process on whether they are going to miss a meeting which counts as an "excused" absence (as long as they are still consistent with attendance requirements) . If necessary, a Leadership Team member may require one excused absence per year. An

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<sup>1</sup> <https://www.fiscalsponsors.org/about-fiscal-sponsorship>



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unexcused absence will trigger communication from CAN to provide a meeting update. Participation that is inconsistent with the attendance requirement may result in a request for Leadership Team resignation.

- b. 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
  - c. Serve at least one 3-year term (with the opportunity for a second term)
  - d. Actively participate on at least one of CAN's Leadership Committees, potentially serving as a Committee Lead and therefore a member of the Committee Leads Collaborative.
  - e. Ask timely and substantive questions at Leadership Team and committee meetings while supporting the decisions on issues decided by the Leadership Team.
  - f. Suggest agenda items for Leadership Team, Standing, or Ad Hoc Committee meetings to ensure that significant ideas are addressed.
  - g. Dedicate an average of 4-8 hours a month to CAN-related activities.
  - h. Participate consistently with the CAN Conflict of Interest Policy.
2. Strategic Planning and Visioning
- a. Define/set the direction for CAN's mission and vision in partnership with CAN's Executive Director and staff.
  - b. Make decisions on whether CAN takes on new initiatives, partnerships, and funded projects related to CAN's Strategic Direction.
  - c. Actively monitor the development of staff work to achieve the goals, objectives, and outputs related to implementing CAN's strategic direction.
  - d. Inform how CAN assesses, documents, and communicates its impact. Share CAN's impact with your Networks.
  - e. Annually assess and offer input to improved organizational success
3. Operational
- a. *Financial Review and Oversight*
    - i. Actively monitor the development and implementation of annual budgets and make recommendations related to how CAN utilizes flexible resources.
    - ii. 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 by monitoring and ensuring CAN fulfills its commitments and when necessary,



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being available for collaboration with FCCC Collaborative Impact partner and FCCC Board of Directors .

*b. Fund Development:*

- i. 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's role in Fund Development may include:
  1. Leveraging and utilization of talents, relationships, and resources to support the advancement of CAN's vision, mission, and programs
  2. Participating in CAN's fundraising events and activities

*c. Human Resource Development*

- i. Recommend the hiring, dismissal, goals, supports, and compensation of the Executive Director of CAN in alignment with FCCC's Human Resources policy and procedure.. Regularly support and annually assess the performance of CAN's Executive Director.

*d. Leadership Team Development:*

- i. In coordination with the Leadership Development Committee, recruit, recommend and engage new Leadership Team members who can make a positive contribution to CAN
- ii. Participate in individual and whole group performance of Leadership Team to support and continually improve Leadership Team effectiveness as advised by the Leadership Development Committee.
- iii. Actively participate in Leadership Team leadership development activities



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### 4. Raise Community Profile

- a. Serve as the advocacy base and voice for CAN
- b. Build relationships with Leadership Team, staff, and community partners
- c. Provide informed policy direction for CAN.
- d. 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
- e. Collect relevant information and perspectives from our constituents and/or other divisions/offices
- f. Disseminate CAN resources and information in your local Networks.

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

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**Signature**

**Date**

**Print Name, Title, and Organization**