



Leadership Team Commitment Agreement: Expectations & Responsibilities

9/11/15 draft

California AfterSchool Network Mission

To provide out-of-school time practitioners, policy makers, and advocates with the resources and tools necessary to build high quality out-of-school programs in California.

California AfterSchool Network Vision

California boasts an abundance of high-quality out-of-school time opportunities that enable youth to maximize their potential.

The purpose of this agreement is to (re)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 CAN's 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 for corporate, employer and tax exempt purposes. As the fiscal sponsor, the FCCC retains ultimate control and discretion over CAN activities, with guidance from the executive director and Leadership Team.

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. Operational

1) Financial Review and Management

- Adopt an annual budget and ensure that adequate financial and other resources are available 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

- In good faith, make a personal significant financial contribution to CAN annually
- 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
 - Ensure that CAN is 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 evaluate 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 evaluate individual and whole group performance of Leadership Team to ensure effectiveness
 - Actively participate in Leadership Team leadership development activities

B. 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 monitor and evaluate organizational success

C. 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 policy direction for CAN consistent with California Afterschool Advocacy Alliance (CA3), Mott's Vision for Statewide Afterschool Networks and the tenets of partner agencies
- 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

D. Leadership Team Meetings: Time & Effort

- 1) Prepare for and review Leadership Team materials prior to meetings, participate in, and attend 100% 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 2 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
- 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, Ad hoc or field committees.
- 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) In addition to attending and preparing for CAN's quarterly Leadership Team meetings, dedicate an average of 8-12 hours a month related Standing Committee and/or CAN related activities

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

Individual's signature

Date

Print name, title and organization

