

# SPARK CENTRAL BOARD MEMBERSHIP

*The Spark Central Board of Directors is critical to our mission to ignite the creativity, innovation, and imagination necessary for people to forge the path to their best future.*

## LEGAL DUTIES:

**Duty of Care** | The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of Spark Central and its resources.<sup>1</sup>

**Duty of Loyalty** | The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of Spark Central.<sup>1</sup>

**Duty of Obedience** | Board members must be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the mission and vision of Spark Central. The basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill our stated mission.<sup>1</sup>

## COMMITMENTS:

1. **Be passionate** about sharing our mission of igniting the creativity, innovation, and imagination necessary for people to forge the path to their best future. **Speak and advocate** for Spark Central at community events and public gatherings when opportunities arise.
2. **Publicly support** the executive director and the Spark Central board's decisions.
3. Each board member should support Spark Central through **a personal gift**, according to their means, that demonstrates belief in our mission and sets an example of giving to all of our supporters.
4. Read, agree, and actively **support the Spark Board Fundraising Policy**.
5. **Actively participate in board activities** including meetings, retreats, fundraising efforts, etc.
  - **Attend at least one major fundraising event** by captaining a table and inviting your friends and colleagues.
  - **Attend board meetings** whenever possible—at minimum over 8 out of 12 of annual meetings. Let the board president or executive director know in advance if you cannot attend.

- **Come prepared to board meetings** having read and reviewed the materials prior to meeting. These will be provided one week prior to meetings by the executive director.
  - **Review and be knowledgeable of all financial documents to ensure the fiscal well-being of the organization.** These are provided by the executive director one week prior to board meetings.
6. **Read and agree to Spark Central's bylaws**, including our Conflict of Interest Policy.
  7. **Fulfill your three-year term** as a director of Spark Central.

## **SUPPORT FOR BOARD MEMBERS:**

**To support our board members in fulfilling their duties and responsibilities, Spark Central provides:**

- An orientation process for new board members, led by the executive director and board president
- A board handbook with contact information, Bylaws, and other important data
- Private, online Google folder for easy access to meeting materials and related documents
- Board mentorship program for the first six months led by the Past President, including meet-ups every 1-2 months to make sure new members have all questions answered and learn the history of the organization
- General liability insurance coverage for the Spark Central Board of Directors and its officers