



EMMANUELcancerFOUNDATION

SERVING NEW JERSEY'S CHILDREN AND THEIR FAMILIES SINCE 1983

**JUNIOR BOARD OF TRUSTEES
RIGHTS & RESPONSIBILITIES AGREEMENT**

As a member of the Junior Board of Trustees (Trustee) of the Emmanuel Cancer Foundation (ECF) I understand and am fully committed and dedicated to the *mission* and have pledged to help set goals to carry out this mission. I will work in good faith towards achievement of our goals and can expect the Junior Board and staff to do the same. I will have opportunities to discuss with the Junior Board Chair, the Board President, and the Executive Director my ideas for the organization's programs, goals, activities and status. Additionally, I can request such opportunities.

As a Trustee you are responsible for the following:

- I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson. I will perform all duties ethically and in good faith.
- I will actively promote ECF, recruit potential volunteers, recruit potential Junior Board members and trustees, and encourage and support staff, and continually strive to strengthen the Junior Board's membership.
- I will keep ECF's future in mind, never sacrificing the long-term stability for short-term gains.
- I will stay informed about ECF's operations and financial health, help develop short and long-range plans and budgets and make sure they are implemented. I will assist in monitoring ECF's financial status, approve an annual audit, and approve any monetary transactions.
- I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other Junior Board matters and for overseeing the implementation of said policies and programs. In turn, the organization will help me perform my duties by keeping me informed about matters in the field in which we are working, and by offering me opportunities for professional development as a Junior Board member.
- I will accept the bylaws and operation policies manual and understand that I am morally responsible for the health and well-being of ECF.
- I am responsible, along with other Junior Board members, for the financial health of the organization and am encouraged to provide a financial donation of \$2,000.00 which may

be done through a ‘Give or *Get*’ arrangement, including providing ECF with my professional service, participating in an event, or securing donations. I will also engage in fundraising activities and events for ECF in whatever ways are best suited for me.

- I will attend as many Junior Board meetings as I can, in person *or via Go-To meetings*, and serve on at least one ECF committee that I feel suits my interest. Committees include, but are not limited to, Finance, Development, Human Resources, Program, Public Relations/Social Media. (Meetings are generally every other month, in the Clark office, alternating between Thursday evenings and Saturday mornings, spanning the months of September through May, and last about 2 hours.
- I can expect the Junior Board members and staff to respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Junior Board members and staff will work in good faith with me towards achievement of our goals.
- Above all, I will be encouraged by the Foundation to bring my unique perspective and experiences to the table.
- If I don't fulfill these commitments to the organization, I will expect the Junior Board president to call me and discuss my responsibilities with me. I can expect that if the organization does not fulfill its commitments to me, I can call on the Junior Board President or Executive Director to discuss these responsibilities. Terms are for two years, with an opt-out option after the first year.

Signature of Junior Board Member

Date: