



filoli

Board of Directors Expectations and Responsibilities – 2024

Mission

To connect our rich history with a vibrant future through beauty, nature and shared stories.

Vision

We envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life.

Board of Directors Purpose: The business of the Board of Directors is to: uphold the organization’s fiduciary responsibilities; actively participate in the fundraising process and develop resources for the organization; hire and evaluate the President & CEO; and lead the organization strategically, while providing oversight to sustain Filoli’s mission.

Terms: Board of Directors serve a 3-year term, which can be renewed for one term. Following two terms, Board members rotate off and may be considered for re-election.

Meetings: There is an annual orientation required for new or returning board members. There are typically four meetings, two hour meetings plus a planning retreat annually. Board members are also asked to participate in board social events, public events, and fundraising events.

Expectations:

- Support the purpose of the Board of Directors and have a commitment to the mission, vision, principles, goals, policies, programs, and needs of Filoli.
- Ensure the organization is a leading nonprofit and cultural organization by maintaining the highest level of industry standards and developing innovative new programs.
- Actively participate in the fundraising process including donor identification, cultivation, stewardship, solicitation, and recognition.

- Promote the organization in spheres of influence serving as an ambassador of Filoli.
- Serve as a positive external advocate for the strategic direction and support management in the implementation of policy.
- Make connections, identifying external partners, prospective donors and diverse nominees to build a competent and relevant Board.
- Maintain confidentiality of all Board related decisions and actions; maintain a private email for communications.
- Focus efforts of the Board on governance, allowing staff to autonomously oversee the management of Filoli operations in accordance with the Board-directed strategic plan.
- Understand Filoli's financial position, provide financial oversight, and make informed financial decisions with the goal of long-term sustainability.
- Oversee the management of the President & CEO including hiring, supporting, setting goals and assessing performance at least annually.
- Agree to the standard Conflict of Interest and other releases required by the organization and commit to ensuring legal and ethical integrity.
- Ensure that the Board of Directors is a top priority.

Responsibilities:

- Complete Board orientation with President & CEO at commencement of service.
- Attend at least 75% of meetings annually.
- Participate on at least one standing committee of the Board and attend at least 75% of those meetings.
- Provide direct financial support – the Board goal is 100% participation. Commit to Filoli being one of the top three giving priorities during term of service. Contribute according to personal means and/or secure gifts from other resources
- Actively participate in the life of the organization – attend events, classes, programs, and other activities as identified. Board members should plan to visit Filoli at least quarterly outside of board meetings and events.
- Participate in an annual Board of Directors self-assessment and provide input on regular review of relevant documents (including Expectations and Responsibilities, Bylaws, NTHP Cooperative Agreement, etc.).

By signing this agreement you acknowledge compliance with the above board expectations. If you are unable to meet such obligations, please disclose this to the Board Chair who will refer the matter to the President & CEO and determine a course of action.

Board Member Name (Printed)

Term Expiration

Board Member Signature

Date