



EAST BAY SANCTUARY COVENANT

Collective responsibilities of the EBSC Board: What are we responsible for?

- Assess board performance (self-evaluate)
- Manage board membership and recruitment
- Ensure Bylaws are updated as needed
- Fiduciary and legal responsibilities - specific check signing; lawsuits; letters to electeds?
 - Specific board roles that have certain responsibilities - treasurer, secretary, chairperson
- Ensure that the organization's mission statement and purposes are being implemented
- Select, support and evaluate the Executive Director. Develop a succession plan for the Executive Director.
- Support EBSC fundraising efforts
- Evaluate the programs, including organizational assessment and evaluation.
- Ensure 501c3 compliance regarding lobbying and advocacy rules
- Support EBSC 3-5 year Strategic planning process
- Approve public policy decisions of the organization with regard to the media and legislature

Individual responsibilities of EBSC Board Members: What is expected of *me* as a board member?

- Attend board meetings every 2 months
- Participate promptly in board communications, including emails
- Serve on a committee
- Hours per month expectation: 5 hours per month
- Participate in the financial life of the organization through, e.g., individual contribution, helping organize a fundraiser, accessing funds from your congregation for EBSC, etc.
- Stay informed about activities and programs of EBSC
- Be an ambassador for the organization to share about EBSC's work and fundraising opportunities
- Be knowledgeable about fiduciary and legal responsibilities
- Agree to serve a 3-year term, which can be renewed indefinitely by mutual agreement of the board and the member

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