

Milton Family Community Center



Board of Directors Manual Policies, Procedures, & Responsibilities

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Before you say “Yes” to joining a Board

WHY SERVE THE COMMUNITY AS A MEMBER OF THE MFCC BOARD ?

- MAKE AN IMMEDIATE AND LASTING IMPACT IN SUPPORTING PROGRAMS FOR CHILDREN AND VULNERABLE FAMILIES
- GAIN KNOWLEDGE OF COMPLEX CHILD & FAMILY SERVICE NEED ISSUES
- BUILD VALUABLE NETWORKS AND RELATIONSHIPS
- GROW AS A LEADER THE ONLY WAY YOU CAN – THROUGH EXPERIENCE
- COMMUNITY RECOGNITION

Questions to Ask Yourself About Service on the MFCC Board of Directors:

Before I say “Yes”

1. Do I know what this Board does?
2. Do I know what MFCC does? What is their mission, goals, and core values?
3. Do I believe in and can I support the MFCC’s mission, goals, and core values?
4. Do I believe there is a true need for the services and programs provided by MFCC?
5. Why was I asked to join this Board?
6. Do I have the time and the interest to be part of this Board?
7. What would my membership on this Board contribute to me?
8. What can I contribute? How can I help?
9. When and how often does the MFCC Board meet?

After I say “Yes” Some homework

1. Browse the MFCC website and social media pages to learn more about the organization.
2. Ask for additional background information, if not already provided (brochures, annual reports, Board orientation manual)
3. Schedule a time to visit MFCC in person
4. Meet the Executive Director and MFCC Program staff
5. Complete the new Board member orientation
 - a. Board Structure
 - b. Board Expectations
 - c. Legal governance requirements (bi-laws, policies, procedures)
 - d. Fiscal information (copies of most current: Operating Budget, 990, Annual Report, Funding sources, Donor system, etc.)

Some of the Basics

1. Ask questions. NO QUESTION IS TOO DUMB TO ASK. Don’t hesitate to ask about or to request additional information. Examples of addition information you may need or want could include:
 - a. Information on the local community and the people served by MFCC
 - b. Information on how to read MFCC financial reports
 - c. Information on the MFCC Board parliamentary procedures
 - d. Information on how the agenda is developed and meetings function
 - e. Information on what are the expectations for MFCC Board members



FYI 10 Basic Responsibilities of a Nonprofit Board

FYI... 10 Basic Responsibilities of a Nonprofit Board

1. *Determine the organization's mission and purpose.* The number one, most important, responsibility of the Board is to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. *Select the chief executive (Executive Director).* Boards must reach consensus on the chief executive's responsibilities and undertake a careful search-and-selection process to find the most qualified person for the job.
3. *Provide proper financial oversight.* The board assists in developing the annual budget, regularly reviews financial statements, and ensures that proper financial controls are in place.
4. *Ensure adequate resources.* Ensure that adequate resources exist for the organization to fulfill its mission. Resources necessary to function include financial resources, as well as, adequate facilities, supplies, access to professional consultants and experts when needed, insurance coverage, professional development training, and human resources/employee benefits.
5. *Ensure legal and ethical integrity and maintain accountability.* The board is ultimately responsible for seeing that legal standards and ethical norms are maintained and respected.
6. *Ensure effective organizational planning.* Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.
7. *Recruit and orient new board members and assess board performance.* All non-profit boards have the responsibility to articulate prerequisites for candidates, recruit and orient new members, and periodically and comprehensively evaluate their own performance.
8. *Enhance the organization's public standing.* The board should clearly articulate to the public the organization's mission, accomplishments, and goals and garner support from the community. One way this can be accomplished is through the presentation of information at a public annual meeting.
9. *Determine, monitor, and strengthen the organization's programs and services.* The board must determine which programs are consistent with the organization's mission and monitor their effectiveness.
10. *Support the chief executive (Executive Director) and assess his or her performance.* The board should ensure that the chief executive (Executive Director) has the moral and professional support he or she needs to further the goals of the organization.



Legal & Ethical Governance

MFCC Governing Board Member Responsibilities:

The Board of Directors is the legal authority for MFCC. As a MFCC Board member, you are in a position of trust for the community, and are responsible for the effective governance of the organization.

Legal and Ethical Governance Responsibilities:

- Ensure MFCC has a clear, succinct written mission statement that expresses its core values and reason for being.
- Assure for an ongoing and continuous assessment process to review MFCC's programs and plans to assure they are achieving the organization's stated mission and goals.
- Uphold the legal structure of the organization, including the articles of incorporation, bylaws, and policy statements.
- Attend MFCC Board and committee meetings and actively participate in decision making.
- Understand the federal, state, and local laws which apply to MFCC's principal activities, seeking the expert advice of professionals when appropriate.
- Establish and support the long- & short-term goals, objectives and priorities for MFCC to hold true to its purpose and document progress towards its mission.
- Maintain knowledge of MFCC's programs, finances, and operations.
- Understand and provide assurance of commitment to MFCC's contractual obligations, including obligations to the VT Parent Child Center Network and other grant funded, contracted, or collaborative partnerships.
- Approve and conduct fund development activities on behalf of MFCC.
- Hire, evaluate, and support the Executive Director.
- Reinforce the conflict of interest policy and protocol for reporting any impropriety. All Board members will report and abstain from any actual or perceived conflict of interest.
- Reinforce adherence to policies and procedures for the protection of confidential information of MFCC program participants, staff, volunteers, and donors.
- Ensure MFCC has sufficient and appropriate facilities, equipment, and human resources necessary for the delivery of programs and services.
- Understand the role of board members and be able to distinguish between board functions and staff functions.
- Understand that by being a member of the Board, you are a representative of MFCC to the public. Board members will conduct themselves in a manner with the public that assures for the professional integrity of MFCC.

Attendance & Time Commitment:

MFCC Board members are expected to attend all scheduled board meetings and serve on a minimum of one Board committee. The total monthly time commitment is an average of four (4) hours per month. The term commitment is three (3) years. Every meeting must have at a minimum a quorum of 50% plus one.

Communication Expectations of Board Members

The MFCC Board of Directors as an entity represents authority for the organization, sets strategic goals and objectives, reviews organizational needs, sets policies, and supports the administration of the organization.

- **Decision-Making:** Board members are expected to listen with the intent to understand each other's views and opinions. Not one person has all the answers, rather each member brings with them their own unique area of expertise and experience. Sharing of opinions is to be brought to the discussion in a manner that is respectful and constructive. It is the shared responsibility of the Board to ensure that all board members are informed of the work being conducted within the separate Board committees. All Board members must be provided the opportunity to be informed and to ask questions, prior to the presentation of any decision-making vote.
- **Shared Mission and Core Values:** The Board must ensure the organization has a clear, succinct written mission statement that expresses its core values and reason for being. The Board then commits to reviewing the mission statement regularly to be sure that the MFCC strategic plans and programs support that mission. Each member of the Board is responsible for developing and maintaining a solid understanding of MFCC's programs, and the needs of the clients served by these programs. This level knowledge requires regular ongoing organizational planning in collaboration with the MFCC Executive Director and other members of the MFCC Leadership and Program Management teams.
- **Building Relationships:** Board members are in an unique position to make a lasting impression on others about MFCC, its programs, and its staff. It is critically important for all Board members to actively and positively, not only be engaged in understanding the operations of MFCC, but to also promote MFCC to the greater community. It is expected that Board members will seek to build new connections for MFCC and strengthen the commitments and relationships between the community and MFCC. This can be done through encouraging others to get involved with volunteer work, donating your expertise to build knowledge or capacity within MFCC, or soliciting financial support.
- **Systems Focus:** When seeking solutions, remember to focus on the systems rather than isolated one-time solutions. You are the big picture people. Don't lose sight of the forest by getting lost in the woods. Seek professional advice and guidance from experts outside of MFCC as needed in this process.
- **Accountability:** Clear role expectations and responsibilities is crucial. The Board is accountable for the decisions that are made on behalf of MFCC. The Executive Director is accountable to the board. The Board and Executive Director work as partners, with the Board being the dominant partner. The Executive Director acts as a bridge between staff and the board. A clear and consistent line of communication is necessary for proactive approach to supporting the overall organization.

Commitment Expectations of Board Members

- Attend all MFCC Board meetings and serve on a minimum of one Board committee. Two consecutive absences without prior notification may be cause for dismissal from the Board of Directors.
- Fulfill the duties as required for the Board for a minimum term of 3 years. Terms can be renewed. Renewal of terms are approved at the Annual Board Meeting in September. The Parent Representative Board seat is a 1-year term, and can be renewed annually at the Annual Board Meeting as well.
- Submit written summary reports from Board Committee meetings to the Board Secretary in advance, as requested by the Board Secretary, so that those minutes may be included with the meeting agenda packets that are sent to board members prior to the regularly scheduled full Board of Directors meeting. The Committee chairperson is responsible for the submission of the written report. If a written report isn't available, the Committee Chair will be asked to give a verbal report of the committee meeting at the Board meeting.
- Be informed and knowledgeable about the Center's programs, finances, and operations. If you are new, or are uncertain, it is your responsibility to seek clarity. Request additional information and ask questions. The Executive Director will provide a Director's Report for review at every regular Board of Directors meeting. If the information provided is not sufficient to assure for full understanding, it is expected the Board members will request from the Executive Director, additional information or guidance to assist them in increasing their knowledge of MFCC and its operations.
- Actively engage in and support all MFCC fund development and fundraising activities. Support include, but is not limited to: assisting in the planning of activities, recruitment of financial contributions or donations, recruiting and participating as a volunteer worker at the event, and coordinating "meet & greet" opportunities for potential donors to our cause.
- Plan for and attend the Annual Board Meeting in September. This is a public meeting that must be announced via a formal news venue (i.e. newspaper, webpage announcement, public Facebook page announcement, etc.)
- Identify prospective new board members and bring them to the attention of the Board nominating committee as part of an ongoing process of recruiting and maintaining a full board membership. The MFCC Board membership should be no less than 6 people, and no more than 13 people. One of the members must be a parent who is or has in the past, benefitted from one of MFCC's programs.
- Board Members may be required to complete a VT criminal background check with the VT Child Development Division.
- Be knowledgeable of and uphold the Center's by laws, MFCC policies and procedures, and mandatory policies including, but not limited to, client confidentiality and conflict of interest statements.

Guiding Principles

Distinguishing Board and Staff Roles & Responsibilities

- **Primary Role of the Board (volunteers united as a team):** The Board guards the mission of the organization and, through established guidelines, steers it in the right direction. The Board monitors the activities, the health, and the ethical behavior in the organization. The Board ensures that the organization is well-equipped to fulfill its mission with adequate finances, capable staff, and esteemed reputation.
- **Primary Role of the Executive Director (employee):** The Board delegates the daily management of the organization to the Executive Director. The Executive Director maintains regular contact with the Board, primarily via the Board President. It is the responsibility of the Executive Director to keep the Board informed about issues and activities that are part of the life in the organization.
- **Working Together:** It is not always easy to draw a clear line between governance and management. The board's duties may be colored by its monitoring role. The Executive Director, on the other hand, alone is responsible for making things happen with the help of the rest of the staff. Both sides need each other's support, and availability when requested, without veering off to micromanagement or "uber-control". Constructive partnership is built on knowing when to act alone, when to ask for help, when to step in to provide help, and trusting the partner to do the same.
- **Hiring and Supervising the Executive Director:** The Board of Directors hires and supports the Executive Director. The board provides direction, constructive feedback, and moral support to the Executive Director. On an annual basis, the Board completes a performance evaluation of the Executive Director. If performance does not meet expectations or is otherwise not aligned with the organizational mission and goals, the Board has the responsibility of terminating the employment of the current Executive Director and implementing a search and recruitment process for the hiring of a new Executive Director.
- **Hiring and Supervising MFCC Staff:** The Executive Director is responsible for the hiring and supervision of all other staff. Staff, paid and unpaid (volunteers) carry out the work of the organization under the director of the Executive Director. The Executive Director assigns each staff person a Direct supervisor for the purpose of daily guidance and supervision. The Leadership team, who are also in the role of Program Managers, are supervised by and report directly to the Executive Director. The Executive Director acts as a bridge between the staff and the Board of Directors. The formal line of communication between the Board and staff is through the Executive Director. The Executive Director is responsible for the implementation of all human resource support activities, either directly or via delegation, including hiring, onboarding, supervising, training, evaluating, coaching, and if necessary, terminating employment.

➤ **Relationship with Staff:**

- **First, Listen to Understand:** The Board role is to serve the organization as a whole rather than any specific individual, special interest group, or constituency. Maintain objectivity and do what a sense of fairness, ethics, and personal integrity dictate. Avoid any appearance of conflict of interest that may discredit yourself, the Board, or the organization. When presented with a challenge or concern from a staff member, program participant, or partner agency, first and foremost listen with the intent to understand. The role of the Board in regards to relationships with staff, is to directly advise and supervise the Executive Director so that the Executive Director is supported in in being able to carry out their responsibilities of managing the daily operations and any potential staff issues or concerns. The process of gaining understanding of the concern or situation will assist the Board member in assessing the nature or extent of the concern and overall wellness of the organization.
- **Second, Channel to Appropriate Supervisor:** Once understanding of the situation is obtained, the next step is just as crucial, and that is to determine how to best inform and support the Executive Director in their role of addressing, and ideally, resolving the issue. Do not offer staff favors, promises of retribution, or special treatment, as that could result in perceived or actual conflict of interest. Inquire instead if the individual has already sought support from their co-worker, direct supervisor, or Executive Director. If possible, redirect the staff person to their direct supervisor or Executive Director so that they may provide the appropriate supports necessary to address the concern. If not possible, consult with the Executive Director to gain additional clarity on the situation, and work together to identify possible solutions or resolution to the concern.
- **Third, Obtain Additional Professional Guidance & Support:** In situations of extreme or repeated concerns, the Executive Director may need support and council to bring in an outside, neutral facilitator or mediator to facilitate a process to rebuild broken communication or to address larger organization systems improvement needs.

Board Job Descriptions

PRESIDENT

Authority/Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community, and is responsible for the effective governance of the organization. The President is also responsible and accountable to the membership.

Qualifications/Skills:

Completed 1 year of Board membership and understand parliamentary procedures.

Term:

The President serves a one-year term and will serve no more than four consecutive terms. The Board of Directors at the first meeting following the Annual Meeting of the Corporation elects the President. Slate is nominated at the last meeting in June.

Requirements:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, program, personnel, and development.
- Signing authority on board for financial purposes.
- Willingness to serve on at least one committee.
- Attendance at monthly Board meetings and other important related meetings.
- A time commitment of 5-8 hours per month (includes Board preparation, meeting, and committee meeting time.)
- Attendance at Annual meeting.
- Be informed of the services provided by MFCC and publicize them.
- Prepare and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members, and MFCC staff.
- Be aware and abstain from any conflict of interest.

Major Duties:

- Establishes overall long and short-term goals, objectives, and priorities for MFCC in meeting the needs of the community.
- Presides at all meetings and shall cause regular and special meetings of the Board of Directors to be called in accordance with the By-Laws...
- Addresses Annual Meeting and presents program report in collaboration with the Executive Director.
- Chair the Executive Committee.
- In conjunction with the Executive Committee set monthly Board meeting agenda in consultation with the Executive Director.
- Create or discontinues standing committees.

- Appoint chair of committees in consultation with other board members.
- A signing authority on behalf of the Board for financial and legal purposes.
- Provides leadership and direction to the Board.
- Arrange for Vice President to chair meetings in absence of President.
- Enhance relationships with other community groups and agencies.
- Encourages Boards role in strategic planning.
- Serves ex officio as a member of committees and attends meetings when invited.
- Discusses issues confronting the organization with the Executive Director.
- Adhere to general duties outlined in the board member job description.
- See that the books of the Corporation, reports, statements and any other documents required by State law are properly made, kept and filed according to law.
- Enforce the By-Laws and perform all duties incident to the position and office, which are required by law.

IMMEDIATE PAST PRESIDENT

Authority/Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community, and is responsible for the effective governance of the organization.

Qualifications/Skills:

Served as Board President for 1 Term.

Term:

The Immediate Past President serves a one-year term.

Requirements:

- Commitment to the work of the organization.
- Committed to serving as a coach and mentor for the President

Major Duties:

- Serve as a coach and mentor to the President.

VICE PRESIDENT

Authority/ Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Qualifications/Skills:

Completed one year of Board membership term and understand parliamentary procedures.

Term:

The Vice President serves a one-year term. The Board of Directors at the first meeting following the Annual Meeting of the Corporation elects the Vice President. Slate is nominated at the last meeting in June.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, program, personnel, development
- Willingness to serve on at least one committee.
- Attendance at monthly Board meetings
- A time commitment of five hours per month, (includes Board preparation, meeting, committee meeting time)
- Attendance at Annual meeting
- Be informed of the services provided by MFCC and publicize them and support them
- Prepare for and participate in the discussions and deliberations of the Board
- Foster a positive working relationship with other Board members, and MFCC staff
- Be aware and abstain from any conflict of interest

Major Duties:

- Establish overall long- and short-term goals, objectives and priorities for MFCC in meeting the needs of the community
- Fulfill President Position in the absence of the President at monthly board meetings.
- Participates closely with the President to develop officer transition plans
- Adhere to general duties outlined in the board member job description
- Performs other duties as assessed by the Board.

SECRETARY

Authority/Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community, and is responsible for the effective governance of the organization.

Qualifications/Skills: Good communication and written skills

Term: The Board of Directors at the first meeting following the Annual Meeting of the Corporation elects the Secretary. Slate is nominated at the last meeting of the Board in June.

Requirements:

- Commitment to the work of the organization.
- Knowledge and skills in one or more area of Board governance: policy, finance, program, personnel, and development.
- Familiarity with legal documents (articles, by-laws, Robert Rules of Order) to note during meetings.
- Willingness to serve on at least one committee.
- Attendance at monthly Board meetings and other important related meetings.
- A time commitment of five hours per month includes Board preparation, committee assignment.
- Attendance at Annual meeting.
- Be informed of the services provided by MFCC and publicize them.
- Prepare for and participate in the discussions and deliberations of the Board.
- To foster a positive working relationship with other Board members, and MFCC staff.
- Be aware and abstain from any conflict of interest.

Major Duties:

- Maintains records of board and ensures effective management of organization records.
- Establish overall long and short-term goals, objective and priorities for MFCC in meeting the needs of the community.
- Prepare and maintain accurate minutes and records for all board meetings.
- Reviews/monitors and verifies accuracy of the meetings minutes and circulates to all.
- Notifies members of upcoming meetings at least seven days prior to meeting. Sends agenda at least 3 days prior to meeting.
- Compile all board materials received prior to board meetings and distribute via mail and/or email three days prior to any board meeting.
- Conducts correspondence of the Corporation and performs other clerical and recording duties as ordered by the Board.
- Prepares the list of dates for board meetings for the full year and keeps Board of Directors information current and accurate, including terms, email addresses, etc.
- Adhere to general duties outlined in the board job description.
- Authenticate the records of the corporation upon request.

TREASURER

Authority/Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Qualifications: Completed one year of Board membership and have the ability to read/understand /interpret financial statements.

Term: The Treasurer is elected by the Board of Directors at the first meeting following the Annual meeting of the Corporation. Slate is nominated at the last board meeting in June.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, program, personnel, development
- Signing authority on board for financial purposes
- Willingness to serve on at least one committee
- Attendance at monthly board meetings
- A time commitment of five hours a month,(included Board preparation, meeting, committee assignment)
- Attendance at Annual meeting
- Be informed of the services provided by MFCC and publicize and support them
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and MFCC staff
- Be aware and abstain from any conflict of interest

Major Duties:

- Read/understand/interpret financial statements for Board members
- Chair the Finance committee
- Work with Finance Manager and Executive Director in developing and implementing financial procedures and systems
- Work with all involved in setting the budget
- Chairs the Audit committee
- Ensures audited financial statements are presented to the Board on an annual basis
- Submits annual budget to the Board for members" approval
- (Calls a motion at Annual meeting to appoint the auditor)
- Acts as a resource to other committees
- Adhere to general duties outlined in the Board member job description
- Assure cause to be kept, full and accurate records and accounts of all receipts and disbursements authorized by the Board.
- Presents a financial statement at every regular meeting of the Board of Directors
- Presents a full financial report at the annual meeting
- Work with Finance Manager and Executive Director in developing and implementing an inclusive process for the development of the program and center-side budgets.

MEMBER

Authority/Responsibility:

The Board of Directors is the legal authority for MFCC. As a member of the Board, A Director acts in a position of trust for the community, and is responsible for the effective governance of the organization.

Qualifications/Skills:

Knowledge and skills in one or more areas of Board governance, policy, finance, programs, personnel and development.

Term:

Directors are elected at the annual meeting from names submitted by the Nominating Committee. Directors serve for 3-year terms. Parent representative is elected for one-year term.

Requirements:

- Builds a collegial working relationship with other members of the board that contributes to consensus.
- Knowledge and skills in one or more areas of Board governance: policy, finance, program, personnel, and development.
- Willingness to serve on at least one committee and actively participates.
- Volunteers for and willingly accepts other assignments.
- Attendance at monthly Board meetings and other important related meetings.
- A time commitment of five hours per month, (includes Board preparation, committee assignment)
- Attendance at Annual Meeting and involved in preparation of such.
- Be informed of the programs and services provided by MFCC and publicize them.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Participates and contributes to fundraising for MFCC.
- Be aware and abstain from any conflict of interest.

Major Duties:

- Govern MFCC broad policies developed by the Board in conjunction with the Executive Director.
- Establish overall long- & short-term goals, objectives and priorities for MFCC in meeting the needs of the community
- Promote the organization's mission, vision, and direction.
- Promote the Milton Family Community Center and all of its programs
- Promote MFCC membership through community networking.
- Adopt a budget for the fiscal year.
- Ensure the financial health of the organization.

- Actively participate in all fundraising activities.
- Actively identify and participate in fund development events including quarterly meet & greet.
- Being accountable to the funders for the programs provided and funds expended.
- Adopt a budget for the fiscal year.
- Monitors and evaluates the effectiveness of MFCC through a review of programs and services. Adhere to 9 core services of MFCC.
- Ensure the organization has sufficient and appropriate human resource.
- Oversee the work of and receive reports directly from the Executive Director
- Direct organizational operations.
- Ensure effective community relations.
- Create or discontinue standing committees.
- Take action on the plans of work and reports of the standing committees.
- Present a program report at the annual meeting.
- Be aware of and abstain from any conflict of interest.
- Hire or terminate the Executive Director
- Transact any other necessary business of the Corporation.

Organizational Chart

Committee Descriptions

Committee Member Responsibilities

- Each committee shall have a board member chair the meetings.
- The chair is responsible for coordinating meetings at a time and place that is acceptable for all committee members
- Each committee shall have two board members.
- The second board member not chairing the committee is responsible for taking minutes of the meeting to be presented at the Board of Directors meetings.
- The chair of the committee is responsible for submitting a year-end summary of the committee's work to be included in the annual report.
- Each committee shall have at least one staff representative in addition to the Executive Director.

Development

The purpose of the development committee is to promote and educate the community on the Milton Family Community Center and its programs in an effort to secure volunteer and financial support. The development committee is responsible for overseeing the Fund Development Plan and the Public Relations Plan of the Center. The development committee also oversees the major fundraising activities of the center including the Walk-A-Thon and Community Friends Campaign and any capital campaign.

Finance

The purpose of the finance committee is to routinely assess the financial performance of the Milton Family Community Center and conduct periodic audits of the internal accounting procedures. The committee oversees the financial conditions of the center by reviewing the annual budget, cash flow projections and profit/loss statements. The committee is also responsible for reviewing any addendums to the budget of methods to improve the fiscal performance of the center.

Infrastructure

The purpose of the Infrastructure Committee is to plan and coordinate improvements to the physical plant of the Milton Family Community Center. The committee will identify areas that need to be maintained on a regular basis as well as identifying unscheduled maintenance needs. The committee is responsible for facilitating volunteer maintenance work days in the spring and fall.

Program

The purpose of the Program Committee is to assess the quality of the programs that the Milton Family Community Center delivers and to assess/promote the opportunities for program changes or additions. The Program Committee is responsible for reviewing the process for monitoring outcomes and improving the overall quality of services delivered.

Policies & Procedures

Conflict of Interest Policy

Disclosing conflicts when they occur so that board members who are voting on a decision are aware that another member's interest is being affected. Requiring board members to withdraw from decisions that present a potential conflict.

Competitive Bid Policy

Establishing procedures, such as competitive bids, that ensure that the organization is receiving fair value in the transaction.

BY-LAWS



Milton Family Community Center

BY-LAWS

PRIOR REVISION November 10, 2014

CURRENT REVISION August 8, 2016

Article I - Name

The name of the Corporation shall be - MILTON FAMILY COMMUNITY CENTER, INC. (MFCC, Inc.) and is sometimes referred to in these By-Laws as the "Corporation".

Article II - Purposes

The purposes shall be namely, to strengthen families, promote parent-child interaction, provide easier access to agencies, and promote community awareness.

The purposes of the Corporation are promoted through educational programs directed toward children, parents, teachers and the community.

The Corporation is not formed for pecuniary or financial gain, and in no part are the assets, income or profit, of the Corporation distributed to, nor shall they inure to the benefit of its directors or officers except to the extent permitted under the Not-for-Profit Corporation Law of the State of Vermont.

Article III - Office

The registered office of the Corporation shall be located the Milton Family Community Center, 23 Villemaire Lane, Town of Milton, State of Vermont.

Article IV - Basic Policies

1. The Corporation is a non-profit organization and shall be noncommercial, nonsectarian, nonpartisan and nondiscriminatory.
2. The name of the Corporation, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objects of the Corporation.
3. The Corporation shall cooperate with schools and other governmental and private agencies to further the purposes of the Corporation.
4. The Corporation shall be bound only by policies and commitments approved by the Board of Directors.

Article V - Membership, Dues & Non-Discrimination

1. **Membership** - Membership in the Corporation shall be available without regard to race, color, creed, national origin, age, sex, handicap, sexual orientation, or family or welfare status. The Corporation shall conduct an annual enrollment of members at the annual meeting but persons may be admitted to membership at any time.
2. **Duties** - Only members of the Corporation shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

3. **Termination of Membership** - The board of directors by affirmative vote of two thirds of all the members of the board, may suspend or expel a member for cause after appropriate hearing and, by a majority vote of those present and voting at any regularly constituted meeting may terminate any member who shall be in default in the payment of dues for the period. The process shall be carried out in good faith. At least 15 days prior written notice shall be given to the member to be expelled, suspended or terminated. Said notice shall state the reasons for the action, and shall give the member an opportunity to be heard, orally or in writing, not less than five days before the effective dated of the proposed expulsion, suspension, or termination, so as to allow the board of directors' sufficient time to decide whether the action shall take place. Written notice of the proposed action shall be given by first class or certified mail and sent to the member's last address.
4. **Resignation** – Any member may resign by filing a written resignation with the president or secretary.
5. **Reinstatement** - On written request signed by a former member and filed with the secretary, the board of directors, by the affirmative vote of a majority of the board, may reinstate a member to membership on such terms as the board of directors may deem appropriate.
6. **Dues.** - Each member of the Corporation shall pay annual dues, if any, as set by the Board of Directors from time to time.
7. **Voting Rights** - Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.
8. **Annual Meeting** - The annual meeting of the Corporations shall be held on the third Monday in September, for the purpose of electing directors and for the transaction of such other business as may come before the meeting. If the election of directors is not held on that day, the board of directors shall call a special meeting of the members as soon thereafter as is convenient. The meeting shall be held at the registered office, unless some other place is specified in the annual meeting notice. It may be held anywhere within the State of Vermont. At least seven (7) days notice shall be provided to the public. Members will be notified by mail or email.
9. **Special Meetings** - The corporation shall hold a special meeting of members
 - a. On call of its board or the person or persons authorized to do so by these bylaws; or
 - b. If the holders of at least five percent of the voting members in good standing sign, date and deliver to any officer one or more written demands for the meeting describing the purpose or purposes for which it is to be held.
10. **Place of meeting** - The board of directors may designate any place within the State of Vermont as the place of meeting for any annual meeting or for any special meeting called by the board or directors. A waiver of notice signed by all members may designate any place, either within the State of Vermont, as the place for the holding of such meeting. If no designation is made or if a special meeting is otherwise called, the place of the meeting shall be the registered office of the corporation in the Town of Milton, State of Vermont.

11. **Notice of Meeting** - Written notice stating the place, day, and hour of the meeting and in case of a special meeting, the purpose or purposes for which the meeting is called, shall be made by first class mail or telephone, or email, whichever is more convenient, at least two days in advance of said meeting.
12. **Quorum** - At least 50% plus one, of the current board membership (rev. 08.08.2016), represented in person or by proxy, shall constitute a quorum at a meeting of members. If less than a quorum is represented at a meeting, a majority of the members so represented may adjourn the meeting from time to time without further notice. At such adjourned meeting at which a quorum is present or represented, any business may be transacted that might have been transacted at the meeting as originally notified.
13. **Proxies** - At all meetings of members, a member may not vote by proxy.
14. **Voting** - Any action that is proper for a special meeting may be conducted by written ballot in lieu of a meeting.
15. **Resolutions** - All resolutions offered for the consideration of the members shall be presented in writing prior to discussion before the members
16. **Reports** - At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the Executive Director, the financial statement of the previous fiscal year and the minutes of the previous annual meeting shall be presented.
17. **Rules** - Meeting of members shall be governed by *Robert's Rules of Order Newly Revised* ([RONR](#)), (10th Edition)

Article VI - Board of Directors

1. **Powers** - The Board of Directors shall manage the business and affairs of the Corporation. The Board may appoint committees, for any purpose, including an executive committee that may exercise any authority of the board.
2. **Number, Tenure and Qualifications** - The Board of Directors shall consist of no more than thirteen (13) persons, one of whom shall be a parent representative. The parent representative shall be a parent with a child or children in any current Milton Family Community Center program, which shall be willing to serve as liaison between parents and the Board. The Executive Director shall not serve as a member of the Board. The Board will attempt to have representation from cooperating agencies and towns served by the Corporation.

Directors, except for the parent representative, shall be elected for three (3) year terms. The parent representative shall be elected to a one (1) year term only. Directors shall have renewable terms, except for the parent representative. Directors shall be elected at the annual meeting of the members and the term of office of each director shall be three (3) years or until the elections

and qualification of his or her successor. Directors must be residents of Vermont and must be members of the Corporation at the time of their elections.

- 3 **Regular Meetings** - The regular meeting of the board of directors shall be held without notice other than this bylaw immediately after and at the same place as the annual meeting of the members. The Board of Directors shall meet bi-monthly or more frequently, if needed, to transact the business of the Corporation. At least seven (7) days notice shall be provided, with agenda sent at least three (3) days before the meeting.
- 4 **Special Meetings** - Special meetings of the board of directors may be called by or at the request of the president or any two directors and shall be held at the principal office of the corporation or at such other place as the directors may determine.
- 5 **Quorum** - A majority of the number of directors fixed in these bylaws shall constitute a quorum for the transaction business. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors. Any action consented to in writing or via email by each and every director shall be valid as if adopted by the board of directors at a duly warned and held meeting of the board, provided such written consent is inserted in the minute book.
- 6 **Voting** - Any action that is proper for a special meeting may be conducted by written ballot including email in lieu of a meeting.
- 7 **Removal of absent Directors** - A board member who misses two (2) consecutive regular meetings, without notification may be terminated. Nothing in this provision shall be construed to prevent the person so terminated from requesting, and the board granting, reinstatement as a board member. Vacancies on the Board caused by death, resignation or removal of a Director shall be filled by appointment by the Board at its next regular meeting.
- 8 **Vacancies** - Election to the Board of Directors shall be made at the Annual Meeting from nominations submitted by the Nominating Committee.
- 9 **Rules** - The rules contained in Robert's Rules of Order Revised shall govern the conduct of all meetings of the Corporation, unless otherwise agreed by all the persons present at any meeting.
- 10 **Duties** - The duties of the Board of Directors shall be:
 - a. To annually review and approve the policies of the MFCC.

- b. To adopt a budget for the fiscal year.
- c. To hire the Executive Director.
- d. To establish, maintain and support standing committees.
- e. To present a program report at the annual meeting.
- f. To transact any other necessary business of the Corporation.

Article VII: Officers of the Corporation

- 1 **Officers** - The officers shall consist of a President, a Vice President, a Secretary, a Treasurer and the Immediate Past President.
- 2 **Election** - Election of officers shall take place at the first meeting of the Board of Directors following the Annual Meeting of the Corporation and they shall be elected by and from the Board of Directors.
- 3 **Term** - Officers shall serve for terms of one (1) year or until their successors are elected. The President may not simultaneously hold any other office. The other officers may serve in not more than two (2) offices simultaneously. The President will serve no more than four consecutive terms. (rev.9.16.2013)
- 4 **Removal** - Any officer elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served.
- 5 **Vacancy** - A vacancy in any office because of death, resignation, removal, disqualification may be filled by the board of directors for the unexpired portion of the term at its next regular meeting.
- 6 **Duties of Officers** -
 - a. **President** - The PRESIDENT shall preside at all meetings of the Board of Directors and shall cause regular and special meetings of the Board of Directors to be called in accordance with these By-Laws. The PRESIDENT shall see that the books of the Corporation, reports, statements and any other documents required by State law are properly made, kept and filed according to law. The PRESIDENT shall enforce these By-Laws and perform all duties incident to the position and office, which are required by law.
 - b. **Vice President** - The VICE PRESIDENT shall assist the President and shall perform the duties of the President in the absence or upon the disability of the President to act.
 - c. **Secretary** - The SECRETARY shall keep full and accurate minutes of all meetings and shall authenticate the records of the corporation upon request. The SECRETARY shall conduct the correspondence of the Corporation and perform other clerical and recording duties, as ordered by the Board.
 - d. **Treasurer** - The TREASURER shall cause to be kept, full and accurate records and accounts of all receipts and disbursements authorized by the Board. The TREASURER shall present a financial statement at every regular meeting of the Board of Directors and shall make a full report at the annual meeting. The President, the TREASURER or the Executive Director shall be authorized to co-sign checks. Two signatures are required for any checks over Seven Hundred Fifty Dollars (\$750.00). The Corporation accounts shall

be examined annually by an auditor who, satisfied that the corporate annual report is correct, shall sign a statement of that fact at the end of the report.

7 General Duties of All officers -

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time to time.
- b. Deliver to their successors all official material not later than ten (10) days following the election of their successors.

8 Executive Committee - The officers and immediate Past President shall constitute the Executive Committee. The Executive Committee shall report to the Board of Directors all items requiring action.

Article VIII - Nominations & Elections

At least sixty (60) days prior to the annual meeting, the President shall appoint a Nominating Committee composed of not less than three (3), nor more than five (5), Directors to nominate the number of Directors necessary to fill vacancies on the Board, to nominate alternates for appointment to the Board, and to nominate officers for the coming year.

Article IX - Committees

The President shall appoint each member of the Board of Directors to serve on at least one of the following standing committees, including but not limited to:

- Development
- Program
- Finance
- Infrastructure Support

The Board shall set up such standing and temporary committees, which they deem necessary to adequately serve the needs of the Corporation. Each standing or temporary committee shall consist of a Chairperson to be named by the Board and committee members recruited by the chair. A temporary committee shall exist only so long as it serves a current, useful purpose. A temporary committee may be dissolved by the Board, if in the Board's opinion it no longer serves the current, useful description above.

Article X - Contracts, Loans, Checks, and Deposits

1 Contracts - The Board of Directors may authorize the Executive Director or any officer or officers, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific business. The Board shall annually authorize the Executive Director to enter into contracts that are approved in the budget or a part of the normal operation of the MFCC.

- 2 **Loans** - No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.
- 3 **Checks** - All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness shall be signed by such officer or officers, or Executive Director of the Corporation and in such manner as from time to time shall be determined by resolution of the Board of Directors. The President, the TREASURER or the Executive Director shall be authorized to co-sign checks. Two signatures are required for any checks over Seven Hundred Fifty Dollars (\$750.00).
- 4 **Deposits** - All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, as the Board of Directors shall select.

Article XI - Fiscal Year

The fiscal year of the Corporation shall be July 1 – June 30.

Article XI - Liabilities

Every Director and every officer of the Corporation and heirs, executors, administrators and other legal personal representatives shall, from time to time and at all times, be indemnified and saved harmless by the Corporation from and against every board member from:

- 1 Any liability and all costs, charges and expenses sustained or incurred in respect of any action, suit or proceeding that is proposed or commenced against a board member for or in respect of the execution of duties of office - and
- 2 All other costs, charges and expenses that a member of the board sustains or incurs in respect of the affairs of the Corporation except by his own willful neglect or default.

No Director or officer of the Corporation shall be liable for the acts, receipts, neglects or defaults by any other director or officer or employee, or for joining in any act of conformity, or for any loss, damage or expense happening to the corporation through the insufficiency or deficiency of title to any property acquired by order of the board for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, or insolvency of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any loss occasioned by any error or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trusts or in relation thereto unless the same shall happen by or through his own willful act or default.

Any act or proceeding of any director of the board shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualifications of such director or directors.

Directors may rely upon the accuracy of any statement or report prepared by the Corporation's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

Article XII - Amendments

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any regular or special meeting of the Corporation.

Article XIII - Dissolution of Assets

In the event of dissolution of the Corporation, its net assets shall be paid over to such charitable organization or organizations, and in such proportions, as the membership of the Corporation shall determine, provided, however, that the organization or organizations to which the assets are paid over upon dissolution shall be within the classification of organizations which are eligible under the Internal Revenue Code at that time to receive deductible contributions, and this provision of the By-Laws shall not be subject to amendment.

Article XIV - Books and Records

The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors and committees having and exercising any of the authority of the Board of Directors, and shall keep at the principal office a record giving the names and addresses of the Board of Directors. The Board shall permit public access to all records, data and minutes of each meeting.

Article XV - Conflict of Interest

All directors and officers shall disclose to the Board of Directors any possible conflict of interest at the earliest practical time. When a Board member has cause to believe that a matter to be voted upon will involve the member in a conflict of interest, the member shall abstain from voting on such matter. Board members shall determine by a simple majority vote whether or not a board member has a conflict of interest. A board member who declares conflict of interest or who has been declared so by the Board shall not enter into debate or vote concerning the matter. Minutes will reflect that a decision was made regarding the director or officer's conflict of interest.

A director or officer of the Milton Family Community Center shall be considered to have a conflict of interest if

- a. the director or officer has an existing or potential financial or other interest which impair or might reasonably appear to impair such director or officer's independent un-biased judgment in the discharge of his or her responsibilities to the Milton Family Community Center or

b. the director or officer is aware that a member of his or her family or any organization or affiliates thereof in which such director or officer has such existing or potential financial or other interests.

If a director or officer of the Milton Family Community Center has reasonable cause to believe a director has failed to disclose actual or possible conflicts of interest, it shall inform the Board of Directors of the basis for such belief and afford the person in question an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the person has failed to disclose an actual or possible conflict of interest, appropriate corrective action shall be taken.

Article XVI: Fraudulent or Dishonest Conduct Policy

1 Definition -

Fraudulent or dishonest conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Fraudulent or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the By-Laws Conflict of Interest Policy
- Misappropriation or misuse of resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for hours not worked

Reporter: An employee, consultant, or volunteer who informs a supervisor, the Executive Director or the President of the MFCC Board of Directors about an activity relating to the Milton Family Community Center which that person believes to be fraudulent or dishonest.

2 Rights and Responsibilities -

A reporter who becomes aware of suspected misconduct shall immediately report the suspected fraudulent or dishonest conduct to the Board of Directors. Reporters shall not conduct any investigative or other follow-up steps on their own.

The MFCC Board of Directors shall assure for reasonable care in dealing with any suspected misconduct to avoid baseless allegations or premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation, and Violations of a person's rights and law.

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Reports will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Reports will only be shared with those who have a need to know so that the Board of Directors can conduct an effective investigation, determine what action to take on the results of any such investigation, and in appropriate cases consult with law enforcement personnel.

Should legal action be taken against a person or persons as a result of a report, such persons may have the right to know the identity of the reporter.

3 Reporter Protection -

Milton Family Community Center Board of Directors shall prohibit any form of retaliation against a reporter for reporting an activity which that person believes to be fraudulent or dishonest. Retaliation includes, but is not limited to adversely affecting the terms or conditions of the reporter's employment, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees.

Reporters who believe that they have been retaliated against shall file a written complaint with the Executive Director or President of the MFCC Board of Directors. Any complaint of retaliation

will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance related factors.

Article XVII: Document Retention and Destruction Policy

1 Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the Milton Family Community Center in connection with the transaction of organized business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations to eliminate accidental or innocent destruction of records and to facilitate the Milton Family Community Center’s operations by promoting efficiency and freeing up valuable storage space.

2 Document Retention

The Milton Family Community Center follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Articles of Incorporation	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
Letter of Determination granting tax-exempt and/or charitable status	Permanent
By-Laws	Permanent
Board Policies	Permanent

Resolutions	Permanent
Board Meeting Minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
Depreciation schedule	Permanent
Fixed Asset Records	Permanent
General Ledger	Permanent
Check register/books	7 years
Business expenses documents	7 years
Bank deposit slips	7 years
Cancelled checks (permanent for important payments and purchases)	7 years
Accounts Payable and Receivable	7 years
Invoices – to customers, from vendors	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Property/asset inventories	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

Bank statements	3 years
Bank reconciliations	2 years
Electronic Fund Transfer documents	2 years

Tax Records

990 Annual tax filing	Permanent
Payroll registers, including tax withholdings	7 years
Filing of fees paid to professionals (IRS Form 1099)	7 years
Payroll tax returns	7 years
W-2 statements	7 years

Personnel Records

Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits description per employee	Permanent
Pension records	Permanent
Personnel files	7 years after termination
Job descriptions, performance goals	7 years after termination
Time reports	7 years
Payroll records and summaries	7 years
Workers' Compensation records	5 years

Employee applications and resumes	3 years after termination
I-9 Forms	3 years after termination

Insurance Records

Insurance claims applications	Permanent
Insurance dispersions/denials	Permanent
Property insurance policy – expired	3 years
Directors and officers insurance policy – expired	3 years
Workers’ compensation insurance policy – expired	3 years
General liability insurance policy – expired	3 years

Contracts

All insurance contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Loan/mortgage contracts	Permanent
Leases/deeds	Permanent
Warranties	7 years
Contracts – minor	Life plus 4 years

Donations/Funder Records

Donor list	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic plans	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years

Program Records

All intake forms, contracts for childcare, etc. referencing clients should be kept for 7 years. Electronic files are sufficient.

3 Electronic Documents and Records

Electronic documents shall be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule shall be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archived” computer file folder. Backup and recovery methods will be tested on a regular basis.

4 Emergency Planning

The Milton Family Community Center’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Milton Family Community Center operating in an emergency will be duplicated or backed up at least every week and maintained off site.

5 Document Destruction

The Financial Manager is responsible for the ongoing process of identifying Milton Family Community Center records, which have met the required retention period, and overseeing their

destruction. Financial and personnel related documents will be shredded. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

6 Compliance

Failure to follow this policy could result in possible civil and criminal sanctions against the Milton Family Community Center and its employees and possible disciplinary action against responsible individuals. The Finance Manager and the Milton Family Community Center Board Treasurer will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The Board of Directors gives authority to the Executive Director to make any changes in this policy that are due to mandates by state or federal law.

Board Contact List

2020-2021 MILTON FAMILY COMMUNITY CENTER BOARD OF DIRECTORS

****Executive Director is not a voting member**

Name *	Title*	Email Address
Laura Butler	President	mbutler52@comcast.net
*vacant	Vice President	
*vacant	Treasurer	
Stephanie Wobby	Secretary	Stephanie.wobby@gmail.com
Jennifer Decker	Member	Galloway.jennifer@gmail.com
Rep. Chris Mattos	Member	Chrismattos10@gmail.com
Vacant	Parent Representative	
Sophia Donforth	Executive Director**	sdonforth@miltonfamilycenter.org

Board Member Self-Assessment Checklist

As a member of the Board, do I:

1. Attend training when it is offered?
2. Read material in board packets prior to attending meetings?
3. Attend all Board meetings?
4. Participate actively in Board discussions and debates?
5. Ask to have my dissenting vote recorded in the minutes when I feel it necessary to protect myself?
6. Keep the Board's work confidential until such time as it is released?
7. Refrain from becoming involved in staff conflicts?
8. Support or promote the organization's funding efforts within my abilities and make financial contributions when personal resources allow?
9. Support the majority of decisions of the Board?
10. Understand the Board's legal responsibilities and be alert to the legal implications of Board actions?
11. Abstain from any action that might lead to or be perceived as conflict of interest?

If you answered "No" to any of the above, re-read the MFCC Board Orientation Manual, and reassess your understanding of what is expected of you as a Board Member. Here are some questions to help guide you in finding a solution.

1. Do I have the information I need to understand my role as a Board Member?
2. Is there a training that I could attend to help me understand my role?
3. Do I have a personal conflict that is interfering with my ability to commit the time and attention necessary to truly participate and contribute to the work that is expected of all Board members? If yes, can it be resolved so that you can offer the time and attention that is needed for this role?
4. Am I uncomfortable speaking up and voicing concern when I disagree? If yes, is there someone on the Board you would feel comfortable approaching with the concern so that they may support you in sharing your opinions when decisions are being made? Please know, we do want your thoughts and ideas to be heard and recognized so that when decisions are made, all perspectives have been considered.
5. Are you feeling like you are "stuck" or unsure on how to address a conflict, and guidance within the Board itself has not been successful? If yes, consider requesting outside intervention. MFCC is able to recruit the support of an unbiased, neutral, external expert facilitator or mediator to help parties within MFCC successfully resolve conflict.

MFCC Board Member Statement of Agreement

To help MFCC be successful and to be a valued board member, I will honor and commit to the following as my expectations:

- I am responsible for the stability and development of MFCC. As a member of the Governing Board, I pledge to support, promote, and help carry out the mission and vision of MFCC.
- I am responsible to review, approve, and monitor the annual budget.
- I am responsible to take an active role in fundraising for the organization. I, in partnership with my fellow board members, accept the responsibility of meeting the annual campaign goal as established in the budget.
- I am responsible to read, understand, and re-enforce the MFCC organizational by-laws.
- I am responsible to understand the legal aspects of the organization a, and to ensure for the proper evidence of insurance coverage and policies, as required, for the legal compliance of the organization in all aspects of its operations.
- I agree to give annually what is for me a substantial financial donation.
- I understand that board service will involve a commitment of my personal time, talent and energy.
- I will be active on one or more committees.
- I understand that my attendance at board and committee meetings is crucial to the progress of the organization and will commit to be present no less than 80% of the time.
- I understand that the day to day operation is the responsibility of the staff, and I will support a positive channel of communication that is respectful to and in collaboration with the Executive Director.
- I agree to keep confidential any sensitive information shared at board or committee meetings, or in conversation with staff or other board members.
- As a member of the board, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do likewise.

These responsibilities I accept in good faith as a member of the Milton Family Community Center (MFCC) Governing Board.

Board Member Name (Please Print)

Signature

Date
