

California Creativity Association
Board Member Roles and Responsibilities
Policy

Version 1.0

Effective: January 27, 2021

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. Its nonprofit Board ensures that CalDI continuously works to achieve its Mission.

Understanding any job is a prerequisite for good performance. This policy promotes a common understanding of what is expected of each Board Member to fulfill their role.

Policy statement

Every CalDI Board Member has roles and responsibilities to fulfill. First and foremost are the legal obligations of: Duty of Care, Duty of Loyalty, and Duty of Obedience, all performed to the standards of a prudent person.

Furthermore, each individual CalDI Board Member is expected to give of their time, talents, and treasure to promote the CalDI mission by fulfilling the responsibilities detailed below.

Finally, each Board Member will sign a CalDI Board Member Contract agreeing to the responsibilities of a CalDI Board Member.

Definitions

Advocate: someone who engages those who are making decisions that will further CalDI's mission.

Ambassador: someone who engages people to support CalDI's mission.

CalDI community: California students, their parents and teachers, and the CalDI volunteers who serve and support them.

Prudent person: used as a legal standard, a hypothetical person who exercises average care, skill, and judgment in conduct that society requires of its members for the protection of their own and of others' interests.

Detailed policy statement

CalDI is a nonprofit organization whose primary stakeholder is the California community. The CalDI Board has a primary responsibility to represent the California community when making decisions based on what is best for CalDI. Board Members act as both guardians of the community, as well as stewards of CalDI.

Every CalDI Board Member has roles and responsibilities to fulfill. Each must understand the fundamental legal duties of an individual Board Member and must execute them to the standards of a prudent person. These include:

Duty of Care — Each Board Member has a responsibility to participate actively, exercise reasonable care, and use their best judgment in making decisions as a steward of CalDI

Duty of Loyalty — Each Board Member must act in the best interest of CalDI, putting its interests before their personal and professional interests when making decisions about CalDI.

Duty of Obedience — Board Members must be faithful to the organization's mission while ensuring that CalDI remains compliant to federal, state, and local laws.

Furthermore, each CalDI Board Member has responsibilities that go beyond these duties. Each individual Board Member is expected to:

- support CalDI’s Mission, Vision, Values, Bylaws, Policies, programs, and needs,
- faithfully read, understand, and verify the accuracy and completeness of CalDI’s financial statements with the standard of a prudent person,
- serve as an advocate and/or ambassador for CalDI,
- aid in identifying and securing the financial resources and partnerships that benefit CalDI in advancing its mission,
- leverage connections, networks, and resources to develop collective action to fully achieve CalDI’s mission,
- give an annual financial contribution that is meaningful to them,
- help identify personal connections that can benefit CalDI’s fundraising and reputational standing,
- prepare for, attend, and conscientiously participate in at least 75% of Board meetings,
- participate actively on one or more committees,
- sign an annual Conflict of Interest disclosure, and
- sign a CalDI Board Member Contract.

All Board Members must agree to be Ambassadors—no one is excused. Each must learn their “elevator speech” and use it to make connections with anyone and everyone who shows interest the program. Simply put, an ambassador engages people to support CalDI’s mission.

The paragraph about all Board members being ambassadors might include more detail than is appropriate for a Policy. It should set the expectation without specifying the means that will be used to meet those expectations.

Advocates “make the case.” They communicate with passion and clarity about why our work matters to those who are making decisions that will impact CalDI’s mission (e.g., teachers, principals, school boards, PTAs). Board Members should be willing to talk about CalDI with anyone and everyone.

Applicability and Compliance

This Policy applies to all CalDI Board Members, current and future.

If the above commitments to CalDI are not fulfilled, the Board Chair will contact the person involved to discuss his or her responsibilities and determine if he or she wishes to continue to serve on the CalDI Board.

Contact for policy interpretation, help, and problem resolution

For any questions regarding this policy, contact either the Board Chair or the Executive Director.

Implementation procedures

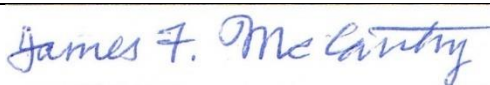
The Board Secretary will send a copy of the CalDI Board Member Contract to each current and every newly elected Board Member who will sign and forward it to the Board Chair. The Chair will sign the form, post it to the appropriate folder in the Board file system, and send a copy to the new Board Member.

Related policies and references for further information

1. [CalDI Mission, Vision and Values](#)
2. [Board Conflict of Interest Policy and Procedure](#)

Revision History

Version	Date	Changes
1.0	1/27/2021	Approved by California Creativity Board.

CERTIFICATE	
This is to certify that the foregoing is a true and correct copy of the “Board Member Roles and Responsibilities Policy”, version 1.0, of the Corporation named in the title thereto and that such Policy was duly adopted by the Board of Directors of said Corporation on 1/27/2021.	
	2/22/2021
James F. McCarthy, Secretary	