

Advisory Board Member Expectations

General Expectations

1. Know and understand the purpose of the institute's mission, values, goals, and programs.
2. Engage in meaningful discourse, seek to understand other points of view, and model the same behaviors for students and Fellows.
3. Serve in leadership positions or undertake special assignments when able to do so.
4. Suggest nominees for the Advisory Board that live the values of the institute, represent a diversity of opinion and personal background, and wish to invest in the long-term positive development of students.
5. Bring dedication, collegiality, and a sense of humor to the board's meetings, events, and deliberations.

Board Meetings and Institute Events

1. Prepare for and participate in board and committee meetings. The advisory board meets twice a year, immediately preceding an annual networking event (April) and an annual symposium (August).
2. Attend other institute events as scheduling allows.
3. Ask timely and substantive questions, while also supporting the majority's final decision.
4. Maintain confidentiality of the board's executive sessions.
5. Present updates on committee work or other relevant information to the board when asked to do so by the Chairperson or Director.
6. Suggest agenda items periodically for board and committee meetings to ensure that multiple points of view and constituent needs are addressed.

Relationship with Staff

1. Counsel the Director and offer support based on your skills, knowledge, and experience.
2. Make requests for staff assistance through the Director, so staff work load, project priority, and task assignments can be managed appropriately.
3. Refrain from asking staff to make exceptions to policy, without prior consultation with the Director.

Avoiding Conflicts of Interest and Partisanship

1. Avoid conflicts of interest and disclose any possible conflicts to the Chairperson in a timely fashion.
2. Maintain independence and objectivity and openly act in a manner consistent with fairness, ethics, and personal and professional integrity.
3. Understand and support the non-partisan nature of the institute's work. The Blackburn Institute as an entity does not take a stance on political actions or policies, rather it seeks to build a network of engaged individuals that take civic action to improve the state based on their own values.

Fiduciary and Fundraising Responsibilities

1. Read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.
2. Contribute to the institute's programming and board's activities through annual dues, payable by December 31 for the following calendar year. Annual dues for board members under the age of 35 at the start of the calendar year (January 1) are \$500; annual dues for all other board members are \$1,000.
3. Consider any additional current or planned giving according to personal means.
4. Assist the Finance Committee, Chairperson, and Director by implementing fund raising strategies through personal influence with others (e.g. corporations, foundations, and individuals).