



2020-2021 Board Member Engagement Commitment Form

Board Member Name: _____ Date: _____

The purpose of the board commitment form is to document the mutually agreed upon expectations of an individual serving on the Oklahoma Hemophilia Foundation (OHF) Board of Directors and to effectively communicate the goals and pledges of each respective board member on an annual basis.

I _____, have committed to the following list of responsibilities while serving as a member of the OHF Board of Directors from October 2020 through September 2021

- 1. Board members will act consistently with the goals, policies and procedures of OHF.**
- 2. Board members will seek no personal gain and will remain loyal to the goals of OHF.**
- 3. Board members will take reasonable care when making decisions for OHF.**
- 4. Board Meeting Participation:**
 - Board members are expected be present at all Board meetings and to participate fully.
 - Board members are responsible for long-term strategic planning for OHF.
 - As the Bylaws state, Board members will be removed from serving on the Board after missing three consecutive regularly scheduled Board meetings unless extenuating circumstances exist.
 - Board members serve a 3-year term.
- 5. Chapter Involvement:**
 - Board members are responsible to help raise the public standing of OHF by being an ambassador of the mission of OHF to the community at large and advocate for the happenings of the OHF.
 - Board members are expected to attend and actively participate in the annual Board Retreat – to be scheduled in January of each year.
 - Board members will recruit volunteers and new Board members
 - Board members are expected to participate in at least one educational opportunity per year. This could be the OHF Hill Day, Washington Days, NHF Annual Meeting, HFA Annual Meeting, Teen Retreat, OHF Family Educational Retreat and whenever possible attendance at the OHF Annual Meeting is requested.
 - Board members are expected to actively support the Chapter's fundraising events:

OK Unite for Bleeding Disorders Walk

- Form a team and set \$500 goal
- Work with OHF staff to secure a corporate sponsor;
- Secure an in-kind donation for use in a raffle
- Volunteer at the event as an OHF ambassador , run an activity or hand out food etc.
- Serving as an ambassador and playing a key role in interacting with VIPs (sponsors, top donors, and media) at the event. Entertain these supporters by introducing them to staff, consumers, other Board members, etc. This may include both a pre-event invite to attend, "hope to see you" as well as a post-event, "nice to meet you" level of communication

OHF Red Jacket Challenge Golf Tournament

- Host a foursome of your clients, colleagues or friends
- Secure a corporate sponsor or in-kind sponsor
- Not a golfer? Volunteer at the event

6. Financial Oversight:

- Review budget and monthly financials to make sure OHF is financially solvent and viable long-term.
- Participate in fundraising.

7. Fundraising Responsibilities:

- Board members are expected to use connections and networks to fundraise for OHF.
- Board members are expected to make a financial contribution on an annual basis.
- I pledge to make donations to the chapter totaling \$_____ for this year. ***It is imperative that we have 100% Board Contribution (this can be any amount).***

In addition to the above, please check the items below that you would feel the most comfortable participating in.

- Lapsed Donor Communication** - commitment to support this function would involve written or verbal communication reaching out to donors who have previously supported the chapter, but who have not contributed recently. A sample script, letter head or notecard stock, and stamps will be provided.
- Speaking Engagements** - commitment to support the chapter through public speaking opportunities to companies and community service groups is a meaningful way to advance our mission. Sharing personal stories, stories of others, and/or a simple thank you message from our board accompanied with a person with hemophilia who can speak about their experiences - each opportunity is possible.
- Thank You Communication to Top Donors** - This commitment is similar to the Lapsed Donor Communication, but rather than a request of "please consider a gift" this communication is more about "appreciation for past support with an invitation to be more involved or a hope you will continue your support." As with the Lapsed Donor Communication, a sample script, letter head or notecard stock, and stamps will be provided.
- Company Involvement** - This commitment involves the process of leveraging the resources of your company to promote the chapter. Examples include:
 - **Marketing Partnerships** - Coupling a company marketing/advertising buy with a promotional message to show your support of the chapter similar to a PSA message
 - **Visible Displays of Promoting** - Adding chapter stories or information to your "Community Involvement" sections of your company's website or your next newsletter. Adding a promotion to your company's email signature line, etc.
 - **Pick up the printing costs of the chapter's next mailing**
 - **Put together a Walk team**
 - **Sponsor the Golf Outing**
- Donation of Assets to Leverage Relationships** – Donation of tickets to sporting events, a week at your personal time-share property, an autographed jersey, etc.
- Use personal connections to leverage involvement in OHF** – introductions of personal/business acquaintances to staff or board members to increase involvement with the Chapter.

You will be contacted regarding any items checked above. All new ideas and opportunities are welcomed & encouraged!

The Oklahoma Hemophilia Foundation Board Commitment Form will be filled out annually on an individual basis and returned to the OHF President and Executive Director.