**ACE Mentor Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Member Statement of Expectations**

The following responsibilities are specific to the ACE Mentor Program and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of board members.

1. Commit to the mission and goals of the ACE Mentor Program.
2. Attend meetings of the Board of Directors. \_\_\_\_\_\_\_meetings are scheduled each year. Board members are encouraged to attend all \_\_\_\_\_ meetings but minimum attendance of 75%.
3. Serve on at least one committee and attend committee meetings: Board members are encouraged to attend all meetings of the committees on which they serve but 50% attendance is expected at a minimum.
4. Prepare for meetings in advance: The ACE Mentor Program commits to sending materials in advance of meetings. Board members commit to reading and considering all materials in advance of meeting.
5. Contribute expertise and participate in strategic development of board and organization.
6. Attend the ACE Mentor Program special events including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Develop funding support: Assist the board and staff in its fund development efforts by arranging introductions, signing letters to associates and opening doors to funding sources. Each board member who represents a business is asked to seek organizational support at the highest possible level of sponsorship.
8. Represent the ACE Mentor Program: Be familiar with and speak in support of the ACE Program and allow his/her name to be used in support of the mission.
9. Complete database registration: Board members need to go to [www.acementor.org](http://www.acementor.org) and sign up under the mentor/volunteer registration. Under question of role, select the drop down for board member.
10. Board member education; Board members are expected to education themselves through exploration of both the National and Local Affiliate website, provided literature and interact with other board members and mentors in an effort to be knowledgeable about the organization, its history and goals.
11. Attendance of student sessions: Each board member is encouraged to attend at least one student work session within the school year to observe and participate in the session. Board members are encouraged to attend the end of the year student presentations. This creates a good connection between the mission of the board and the student/mentor experience.
12. Disclose any potential conflict of interest with the ACE Mentor Program.
13. Refrain from discussing or sharing confidential board business with non-board members.

I understand that as a member of the Board of Directors of the ACE Mentor Program, I will be held accountable to these expectations above on an annual basis.

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Signature Date