

Humanities West Board of Directors Expectations, June 2017

Mission. *A non-profit serving the Bay Area since 1983, Humanities West explores history and celebrates the arts through time and across the globe, bringing you illuminating lectures and dynamic performances that focus on the people, places, and events that have shaped, and still inform, modern cultures.*

Tax Status: IRC §501(c)(3) public benefit non-profit organization, FEIN #68-0011404.

Purpose. Board Members are critical to the success of programming and fiscal well-being of Humanities West. They are thoughtful governors of the organization, advocates for its mission, stewards of its resources (and fundraisers themselves), and a voluntary example for others. They bring to Humanities West their wit, wisdom, wealth, and work. Board Members advise, govern, oversee policy and direction, secure resources, and assist with leadership and general promotion of Humanities West to support Humanities West's mission and needs.

Major Responsibilities of the Board of Directors of Humanities West (HW).

- Defining and interpreting the mission of Humanities West (HW);
- Creating, reviewing and setting policies and procedures compatible with HW's mission;
- Acquiring, conserving and managing HW's resources responsibly (includes actively raising funds);
- Organizing the Board's activities, officers and committees;
- Selecting, nurturing, and evaluating the chief executive officer, the Executive Director;
- Communicating the values of HW;
- Collaborating with staff and others in the development and approval of long-range plans;
- Approving and evaluating programs responsive to needs set out in the mission;
- Creating and overseeing the annual budget and ensuring fiscal solvency; and
- Advocating for and promoting Humanities West.

Length of Term. The term of a Board Member is three years, renewable; however, new Board Members may be placed in an electoral class for a one, two, or three year term.

Meetings and Financial Commitments

- The HW Board of Directors usually meets three times a year in San Francisco, generally on a Monday or Tuesday, 5-7:30 p.m.
- Committees of the Board meet about three times per year, depending on their respective work agendas. Committees are Development, Program, and Executive Committee.
- Directors purchase program tickets and pay for donor dinners and lunches that they attend.
- Directors make a tax-deductible annual donation to Humanities West that shows it is one of their key charitable priorities. HW Directors now contribute at several levels depending on the levels in effect when they joined the board: \$500, \$750, \$1000 or more annually, either outright or pledged with payments spread as convenient across the year. The recommended personal donation is \$1,000 or more. Contributions above \$500 may be designated as Scholars Circle sponsorships of program components.

Humanities West Scholars Circle Opportunities.

Annual Giving Levels

Benefactor: \$10,000+

Senior Fellow: \$2,500 to 9,999

Fellow: \$500 to 2,499

Patron: \$250-499

Friend: \$100-249

If board members wish to give additionally to the Scholars Circle, here are some ways to do it. Pledges are welcome, over one- to three-year periods.

	# Avail/year	Season	One Program
Sponsor Thursday Salon Ticket for a Veteran	9		\$25
Sponsor Friday Ticket for a Veteran	9		\$50
Sponsor Saturday Ticket for a Veteran	9		\$80
Sponsor a Teacher at a HW Program & Workshop	75	\$300	\$ 100
Sponsor an HW Cultural Intern	6	\$750	\$ 250
Have Lunch with the Founders	10	\$750	\$ 250
Sponsor a Related Lecture at a HW Partner Venue	3	\$750	\$ 250
Sponsor Student Scholarship Tickets: 20	300	\$1,500	\$500
50	300	\$3,750	\$1,250
100	300	\$7,500	\$2,500
Become a Cooperating Institution			\$500-\$2,500
Sponsor the Study Guide/Reader	3	\$1,500	\$ 500
Sponsor Saturday Patrons' Coffee	3	\$2,250	\$ 750
Sponsor a Scholar/Donor/Subscribers Reception	3	\$3,000	\$1,000
Sponsor a Performance	3	-	\$1,500
Sponsor Presenters' Lunch or Dinner	6	\$7,500	\$2,500
Sponsor Electronic Communications	1	\$5,000	-
Sponsor the Young Cultural Participants Project	3	\$10,000	-
Sponsor Print Media	3	\$15,000	\$5,000
Sponsor a Season	1	\$30,000	\$10,000
Advertise in Theater Print Program	4		
Full/ half/ quarter page			\$1,000/ 500/ 250

Humanities West Board Member Annual Agreement REV 04/2017

I understand that as a member of the Board of Directors of Humanities West I will work to ensure that Humanities West does the best work possible in pursuit of its mission. I believe in the mission of Humanities West and will act responsibly and prudently as its steward. This Annual Agreement is my commitment to undertake my best efforts to achieve Humanities West's goals and my personal pledge described below.

As a Humanities West Board Member,

1. I will represent Humanities West in the community and serve as an ambassador.
2. I will attend as many board meetings, committee meetings, and program events as possible given my other work and life responsibilities.
3. I will make an annual personal donation at a level that makes Humanities West one of my top philanthropic priorities. To facilitate budget planning, I pledge here my annual tax-deductible gift of \$_____ to Humanities West, to be paid as _____ yearly payment(s), dated approximately _____. If applicable, in addition I will apply for an employer's match.
4. I will financially support and actively participate in one or more fundraising activities:
[check all that apply]
 - Purchase season subscriptions to Humanities West programs for personal use;
 - Purchase tickets to Humanities West presenters/donors dinners and luncheons;
 - Sponsor a program segment via the Scholars Circle;
 - Participate in Call Night Campaigns annually to ask for season ticket renewals;
 - Host a renewal Call Night with without making calls;
 - Participate in major gift fundraising with the Executive Director and others;
 - Apply for a match of my contribution from my employer; Name _____
 - Write handwritten notes to thank donors and season subscribers, as assigned;
 - Introduce potential donors and season subscribers to Humanities West;
 - Host a house party or reception for major donors;
 - Volunteer for Humanities West activities, to include _____;
 - Arrange with a business/restaurant to donate % of a day's profit to Humanities West or otherwise sponsor Humanities West.
5. I will stay informed about Humanities West, assist in decision-making, work in good faith with other board members and staff, and act in the best interests of Humanities West, excusing myself from issues in which I have a real or potential conflict of interest.

In turn, I expect Humanities West to provide me with quarterly financial statements, an annual budget and reviewed statements, program planning updates, and all other necessary information. Humanities West will offer me opportunities to learn about and discuss relevant issues with the Executive Director and the Board Chair and will work in good faith with me toward achievement of our mutual goals.

Optional: Ways HW mission/governance/stewardship succeed(s) and/or might focus in the coming fiscal year:

Humanities West Board Member

Date

Humanities West Board Chair

Date

Humanities West Annual Conflict of Interest Disclosure Form [adopted 2010]

Name: _____

Position (employee/director/volunteer/trustee): _____

_____ I (or my spouse) sit on the following other nonprofit and for-profit boards (also please specify the name of your employer, any for-profit businesses for which you or a Family Member are an officer or director, or a majority shareholder, and any businesses you or a Family Member own; please note: personal investments, and stock portfolios, that do not qualify under this standard should not be included):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Humanities West and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflicts of interest to report:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of Humanities West.

Signature: _____

Date: _____