

Appendix A: Leadership Team Commitment Agreement - Expectations & Responsibilities

Purpose

The purpose of this agreement is to define and develop a strong and mutually beneficial collaborative relationship between California AfterSchool Network (CAN) and its Leadership Team comprised of California's Out of School Time (OST) and Expanded Learning stakeholders and allies.

Leadership Team Oversight

The Leadership Team acts as CAN's primary leadership body by defining CAN's strategic direction; making recommendations on whether CAN adopts new opportunities and partnerships; assessing progress toward strategic goals and makes recommendations to support organizational success; participating in fund-development and partnership development efforts; monitoring CAN's budgets and finances; supporting the CAN Executive Director, representing CAN publicly, and supporting a positive relationship with CAN's Fiscal Sponsor (Collaborative Impact Partner), the (FoundationCCC).

The governing board and officers of FoundationCCC, CAN's Collaborative Impact Partner, hold primary fiduciary responsibility for CAN. The relationship between CAN and the FoundationCCC is outlined in a Memorandum of Understanding (MOU). CAN Leaders shall serve without compensation for their services. Leaders may receive reimbursement for travel for Leadership Team meetings if they are unable to attend a meeting due to lack of travel reimbursement. In addition, Leaders are not precluded from serving the Network in other capacities and receiving reasonable compensation for such services.

As a Leadership Team member, I commit and agree to the following Leadership Team functions and terms of engagement:

Leadership Team Functions & Engagement Terms

Leadership Team Meetings: Time & Effort

- Prepare for and review Leadership Team materials prior to meetings, participate in and attend approximately 67% (four of six) of Leadership Team virtual meetings and at least 50% of a two-day annual in-person retreat. Leaders are expected to inform CAN staff and Co-chairs through the RSVP process. Leaders who are absent from meetings must review post-meeting materials and take it upon themselves to clarify any questions or issues they may have as a result of their review of the post-meeting materials.
- CAN has created a flexible Leave of Absence Policy (*Appendix C*) to support the success of CAN Leaders in the case of life and career changing events. Participation that is inconsistent with the attendance requirement and Leave of Absence policy may result in a request for Leadership Team resignation.
- Respond to time-sensitive communications (within three business days) from the Executive Director or other Leadership Team Members either through email or phone, particularly when a vote is needed.
- Serve at least one 3-year term (with the opportunity for a second term).
- Actively participate in CAN's Action Teams as needed and as capacity allows.
- Ask timely and substantive questions at Leadership Team and Action Team meetings while supporting the decisions on issues decided by the Leadership Team.
- Suggest agenda items for Leadership Team and Action Team meetings to ensure that significant ideas are addressed.
- Dedicate an average of 4-8 hours a month to CAN-related activities.
- Participate consistently with the CAN Conflict of Interest Policy (*Appendix B*).

Strategic Planning, Visioning, and Monitoring

- Define/set the direction for CAN's mission and vision in partnership with CAN's Executive Director and staff.
- Advise on whether CAN takes on new initiatives, partnerships, and funded projects related to CAN's Strategic Direction.
- Advise CAN staff on the qualities and infrastructure needed to effectively take on new initiatives, partnerships, and funded projects related to CAN's Strategic Direction.
- Actively monitor the development of CAN staff implementation efforts to advance the goals, objectives, outputs, and funded efforts related to CAN's Strategic Direction.
- Inform how CAN assesses, documents, and communicates its impact. Share CAN's impact with your Networks.
- Annually assess and offer input to improved organizational success.

Operational

Financial Review and Monitoring:

- Actively monitor the development and implementation of annual budgets and make recommendations related to how CAN utilizes flexible resources.
- Support CAN's relationship with its fiscal sponsor, fulfillment of its fiscal sponsor's fiduciary duties, and pursuit of the achievement of its fiscal sponsor's tax-exempt mission by monitoring and ensuring CAN fulfills its commitments and when necessary, being available for collaboration with FoundationCCC Collaborative Impact partner and FoundationCCC Board of Directors.

Fund Development:

- There are many ways to support CAN's Fund Development strategy, and participation in fund development is not a prerequisite for CAN Leadership. Roles in fund development vary depending on Leadership Team member comfort/ability, and CAN's Conflict of Interest Policy. The Leadership Team's role in Fund Development may include:
 - Leveraging and utilization of talents, relationships, and resources to support the advancement of CAN's vision, mission, and programs.
 - Participating in CAN's fundraising events and activities.

Human Resource Development:

- Recommend the hiring, dismissal, goals, supports, and compensation of the Executive Director of CAN in alignment with FoundationCCC's Human Resources policy and procedure.. Regularly support and annually assess the performance of CAN's Executive Director.

Leadership Team Development:

- In coordination with CAN staff, recruit, recommend and engage new Leadership Team members who can make a positive contribution to CAN.
- Participate in individual and whole group Leadership Team assessments and reflections to support and continually improve Leadership Team effectiveness in partnership with CAN staff.
- Actively participate in Leadership Team leadership development activities.

Raise Community Profile:

- Serve as the advocacy base and voice for CAN
- Build relationships with Leadership Team, staff, and community partners
- Provide informed policy direction for CAN.
- Positively represent CAN in public. Leadership Team members are expected to discuss CAN informally and, upon occasion, to represent CAN at events such as conferences, workshops, and community meetings
- Collect relevant information and perspectives from our constituents and/or other divisions/offices
- Disseminate CAN resources and information in your local Networks.

I have read, understand, and agree to the expectations and responsibilities of the CAN Leadership Team Commitment Agreement.