

Heaven-Sent Community Services and Veterans Assistance Incorporated

member of the Board of Directors

As a member of the Board of Directors of Heaven-Sent Community Services and Veterans Assistance Incorporated (known from here on as Heaven-Sent) each board member is appointed to hold the position based on demonstrated involvement, support, and commitment to Heaven-Sent. In accepting this appointment, the member agrees to fulfill, to the best of their ability, the requirements and responsibilities associated with Board membership. Ideally, these include, but are not limited to:

General Participation

Support the mission, purposes, goals, policies and programs of Heaven-Sent, while knowing its strengths and weaknesses

Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization

Serve actively on the board and any committees.

Attend activities and events sponsored by Heaven-Sent

Work with fellow Board members to fulfill the obligations of Board.

Respond to email, voicemail messages in a timely manner.

Act in a way that contributes to the effective operation of the Board

Meeting Participation.

Attend and participate in Board meetings held. If unable to attend a Board meeting, submit in advance an email response related to action items on the agenda.

80% attendance level of Board meeting is required

Ask timely and substantive questions at board and committee meetings with personal conscience and convictions, while supporting the majority decision on issues decided by the board.

Maintain confidentiality of the board's executive sessions and speak for the board or OBR only when authorized to do so

Personal Conduct

Board members are a representative of Heaven-Sent and as such, you are expected to conduct yourself in a manner that reflects positively on the organization. If you choose

to consume alcohol while wearing Heaven-Sent insignia, please do so responsibly. If you act in a way that reflects poorly on Heaven-Sent, you may be removed from the Board.

Be positive and leave your personal feelings on religion, politics and controversial issues out of all Heaven-Sent business.

If you are using an Heaven-Sent logo on a social media site or forum, do not post

• **Ad hoc Calls and Meetings**

Please try to attend all other calls if you have been requested to join. If these calls are missed, they will not count as missing Board meeting calls.

Communications

All phone calls should be returned as soon as possible, preferably within four hours.

Respond to all text messages as soon as possible, preferably within one hour.

Check your email at least every morning and every night, more often during an operation.

Please respond to emails as soon as possible, preferably within 12 hours.

Respond to all emails that ask a question or an opinion.

Please do not send group emails to individuals to whom the information does not apply.

We are all busy and working on different things. Please keep the Board updated on things you are working on by using the Heaven-Sent Board Facebook group. Simple updates and questions should be posted there to keep everyone in the loop. This should help reduce the number of duplicated questions and provide a place to look back to see the status of something without sending an email, text or phone call.

Committee Participation.

- Serve actively on committees created by the Board and participate in the majority of the committee meetings held. Occasionally these meetings are held in conjunction with the Board meeting, but many are held at other times throughout the year. Because of the distances involved, these meetings are usually held by teleconference.

Social Media Use

See "Heaven-Sent – Social Media Policy"

Program Activity Awareness.

Be familiar with the programs and activities sponsored, organized, and coordinated by Heaven -Sent

Avoiding Conflicts

Avoid even the appearance of a conflict of interest that might embarrass the board or Heaven-Sent and disclose any possible conflicts to the Board in a timely fashion.

Never accept (or offer) favors or gifts from (or to) anyone who does business with Heaven-Sent.

Fiduciary Responsibility

Exercise prudence with the board in the control and transfer of funds.

Fund Raising

Assist Heaven-Sent in implementing fund raising strategies

Participate actively with all Heaven-Sent fundraising strategies

Agree to step down from Board position if unable to fulfill these expectations. Board Termination; Any 3 members of the board can at any time recommend with supporting documentation to the Executive Board for consideration for your termination as a Board Member if;

The director has a continuing conflict of interest cannot be reconciled.

Is failing in his/her duties / responsibilities

Is ineffective as a Heaven-Sent Board Member

The director is not interacting well with others.

Is unresponsive to communication.

Does not follow Heaven-Sent Social Media Policy Members under consideration for termination will have an opportunity to provide justification for continuation. The vote to impeach a board member requires a 2/3 majority. Therefore: It is understood that you appreciate the importance of your meeting these requirements and responsibilities, your active participation is necessary for the continued success of the Board and its ____ (This was left blank intentionally and needs to be completed or revised) _____. Any member who feels they can no longer participate under these conditions can notify the Executive Board of Heaven-Sent at any time to discuss his/her options. I do hereby acknowledge these requirements and responsibilities:

Signatures Below