



SMART Family Literacy, Inc.
Board of Directors Commitment Policy Statement
Revised July 2017

We, the Board of Directors of SMART Family Literacy, Inc., are committed to sustaining and growing SMART Family Literacy, Inc. in ways that advance the organization’s mission. We will act responsibly and prudently as stewards of the organization. We understand that we have legal and ethical responsibilities to ensure that the organization does the best work possible in pursuit of its goals.

We will interpret the organization’s work and values to the community, representing the organization, and acting as ambassadors.

We will stay informed about the activities and current issues at SMART Family Literacy, Inc. We will ask questions and request information. We will participate in and take responsibility for making decisions on issues, policies and other board matters.

We will work in good faith with staff and other board directors as partners towards achievement of our goals.

We will schedule and attend quarterly meetings. A meeting without a quorum, at least 50% of voting directors, will be rescheduled promptly. We will RSVP regarding meeting attendance to the entire SMART Family Literacy board, not only the Executive Director.

We will respond to emails that require action, especially those that require a vote. Check signers and officers will respond within three days, especially regarding signatures for financial matters, including checks, contracts, grant applications and acceptance of awards.

To enable accurate required reporting to the IRS and other agencies, we will notify the Executive Director annually of (1) changes to professional affiliations, positions, and addresses and (2) the number of hours spent volunteering for SMART Family Literacy, Inc.

We will act in the best interests of the organization. Each director will sign a conflict of interest statement and excuse himself or herself from discussions and votes where a conflict of interest exists.

We will provide professional advice in the fields of science, math, art, reading, technology, education, business, medical, legal, and accounting. At least 80% of the directors will provide special professional expertise. The board will include professional expertise from the education, medical, and business professions.

Collectively, we will participate in sustaining the organization financially through personal cash donations, grant writing, or fundraising. At least 80% of the directors will provide personal donations, write grant proposals, or raise cash funds in the annual amount of \$250 or more per director. Youth representatives will not be expected to participate in this component and will not be counted in the calculations.

We, the undersigned directors of SMART Family Literacy, Inc., agree to this policy statement of commitment.

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MISSION STATEMENT

Revised 2017

*SMART Family Literacy is dedicated to education for young children and their families through innovative hands-on activities in **science, math, art, reading, and technology**. Prioritizing goals in early childhood literacy, bilingual literacy, and health literacy, SMART reads aloud with community groups, builds vegetable gardens, produces readable videos, and gives children's books. Literacy creates access to opportunities and is the most powerful tool in the struggle towards self-sufficiency.*

How do directors support the income of SMART Family Literacy?

Donating art and other auction items for fundraisers that benefit SMART Family Literacy, Inc.

Purchasing auction items that benefit SMART Family Literacy

Leading and coordinating fundraising events and participating in fundraisers created by others

Writing or co-writing grant proposals

Personal cash donations

Nominating the organization for corporate donations from the director's employer

What other ways can the Board of Directors support and strengthen SMART Family Literacy?

Serving on the Executive Committee as one of the officers (President, Vice President, Treasurer, Secretary, Immediate

Past President, President Elect)

Serving as one of three check signers (in addition to the Executive Director)

Working with the Executive Director to recruit dedicated directors to serve on the Board of Directors (By-laws allow 3 to 21 directors)

Serving on special committees