



COLORADO ASSOCIATION FOR RECYCLING BOARD OF DIRECTORS LETTER OF COMMITMENT

In committing to serve on the CAFR Board of Directors, I agree to the following:

- ❖ Board Meetings:
 - I will regularly attend (in person or via phone) monthly Board Meetings-(schedule to be determined).
 - I will come to Board Meetings prepared, having read the previous meeting's minutes, financial statements, and all reports distributed prior to the meeting.
 - I will review, assess, and oversee policies and actions taken by the association.
 - I will actively participate and vote in Board Meetings.
 - I will notify the Board President, one (1) week prior to a Board Meeting, if I wish to discuss an issue or concern during the Board Meeting (if known prior) and have the item placed on the agenda.
 - I will request any information that I feel is needed to make informed decisions.
 - I understand that missing two consecutive meetings or three (cumulative) in one calendar year may result in my removal from the Board of Directors.
- ❖ Length of Service:
 - I commit to serve a three-year term, but no more than two consecutive terms, per the CAFR bylaws.
- ❖ Commitment to CAFR
 - I will attend the Board Retreat yearly to fully understand the expectations of serving on the Board.
 - I will work to put CAFR in contact with people in my network that can benefit from CAFR member, sponsor and partner opportunities.
 - I will attend and/or assist with at least two CAFR events per year. This includes the Summit for Recycling, the Annual Meeting, Lobby Day, and/or others to be determined.
 - I will read the Corporate Documents for CAFR, to include the Articles of Incorporation, the Bylaws, and the Strategic Plan, among other available documents.
 - I will, within my first six months of service on the Board, complete the Colorado Secretary of State's "Nonprofit Board Member Course", to fully understand my responsibilities as a Director.
 - I will ensure the timely completion of any task that I undertake on behalf of the Association. If I am unable to complete the task by the anticipated deadline, I will call upon fellow Directors for assistance.
 - I will be available to staff and members of CAFR and will listen to ideas or needs. I will report to the President, the Executive Director, and/or the entire Board, concerns arising from those interactions.
 - I will observe the Association's conflict-of-interest policy in letter and spirit-(copy below).
 - I commit to serve as an ambassador for the Association; I will represent its mission and vision, rather than my own. I will strive to represent CAFR in the best possible ways.
 - I will work to ensure transparency in all actions of the Board and the Association-(see definition below).
- ❖ Commitment to the Board and Staff:
 - I will work in good faith with staff and other Directors as partners toward achievement of our goals.
 - I will respect the opinions of staff and other Directors; I will listen courteously and interact sincerely.
 - I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of CAFR, I will give appropriate notice of resignation to the Board President. In the event of resignation by the Board President, notice shall be given to the Vice President.
- ❖ Financial Commitment
 - Previously board members were asked to personally raise \$2000 per year. Going forward, in order to maintain a board position, a board member must bring in \$300 of new money to

CAFR each year. The purpose of injecting new money is to continually add to the growth and financial health of CAFR. New money is money from any entity/person that has not been a CAFR sponsor or contributor in the last three years and does not include money given by the board member's employer or company.

- o I will assist CAFR in meeting its annual fundraising goals by contributing time and/or money to fundraising. This may include, but is not limited to: soliciting donations or sponsors; pursuing funding opportunities; or contacting potential sponsors.

If I don't fulfill these commitments to the Association, I will expect the Board President to call me and discuss my responsibilities with me. I understand that not meeting any of the above commitments may result in my removal from the Board of Directors.

In turn, the Association will be responsible to me in the following ways:

- ❖ I will be sent (via email or posted on BoardNetwork), without having to request them, quarterly financial reports and an update of activities that allow me to meet the "prudent person" standards of the law.
- ❖ Opportunities will be offered to me to discuss with the Executive Director and/or the Board President the Association's programs, goals, activities, and status; additionally, I can request such opportunities.
- ❖ Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to CAFR.
- ❖ Board members and staff will work in good faith with me toward achievement of our goals.
- ❖ Board members and staff will strive for transparency in all actions of the Board and the Association- (see definition below).
- ❖ Board members and staff will respect my opinions; they will listen courteously and interact sincerely.
- ❖ The Association shall maintain, in force, protection from liability through D&O insurance coverage.

If the Association does not fulfill its commitments to me, I can call on the board president and executive director to discuss the Association's responsibilities to me.

I accept the position of Director on the Colorado Association for Recycling (CAFR) Board of Directors. As a Board Member of CAFR, I am fully committed and dedicated to the organization's mission. Each Director is making a statement of faith to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all.

Signed: _____

Date: _____

Print Name: _____

Board President: _____

Date: _____

Print Name: _____

Policies and Definitions used above:

BOARD OF DIRECTORS CONFLICT OF INTEREST RESOLUTION:

As a member of the Board of Directors of the Colorado Association for Recycling, I resolve that I shall not participate in any discussion or vote on any matter in which I or a member of my immediate family may have a material economic involvement regarding the matter being discussed, due to creating a potential conflict of interest or the perception of one. When such a situation presents itself, I must announce my potential conflict, disqualify myself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and I have not made it known.

Transparency: Lack of hidden agendas and conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.)