



RESPONSIBILITIES OF FORUM BOARD MEMBERS

The Forum of Executive Women is a 501(c)(6) nonprofit membership organization. The Forum's Board of Directors is a governing board with legal and fiduciary responsibility to the organization. Pennsylvania law requires board members to discharge duties: "... in good faith, in a manner in which she reasonably believes to be in the best interest of the corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances."

All Forum board members are required to fulfill this legal and fiduciary obligation. The roles and responsibilities outlined below are intended to guide each current and prospective board member, and to provide an understanding of what is expected from the board above and beyond the legal requirements.

Recognition of the mission, vision, and guiding principles:

Members of the Board of Directors are expected to understand and support The Forum's mission, serve as ambassadors for The Forum and lend advice and expertise to The Forum's leadership. Board members, therefore, should be familiar with the following:

Our Mission

The Forum of Executive Women brings together and leverages the influence of professional women to expand the impact and power of women in the workplace and beyond.

Our Vision

Women will achieve equitable representation in leadership, influence, and power in the workplace and beyond.

Our Guiding Principles

- **Inclusion:** We are dedicated to retaining and growing a welcoming, diverse, engaging, and caring community that is bound together by our common purpose.
- **Advancement:** We work strategically and collaboratively to connect individuals, resources, opportunities, and networks to advance women's individual, professional, and shared goals.
- **Equity:** We are committed to amplifying the voices of all women, including those who have been historically marginalized and oppressed, and to ensuring that we create equitable opportunities for all.

- **Advocacy:** We use our collective influence to address the structural barriers that limit women's professional advancement.

Amplifying Our Impact: 2024–2027 Strategic Plan:

The Forum is strategically positioned to be a thought leader on the advancement of professional women, convening other organizations and stakeholders on related issues, and leading the charge on advancing issues impacting women in the workplace. Forum Board members therefore support the advancement of the goals listed in our [2024-2027 Strategic Plan](#).

Commitment to Diversity, Equity, and Inclusion:

The Forum is an organization fully committed to diversity, equity, and inclusion in principle and in practice. We welcome the experiences of women, people of color, persons with disabilities, the LGBTQIA+ community, and others who will contribute to the diversification and enrichment of ideas and perspectives at The Forum.

General Responsibilities of Board Members:

It is the purpose and responsibility of the Board of Directors to oversee all affairs of The Forum according to its mission, bylaws and the concepts of fiscal responsibility. The Board is responsible for long-term planning, financial development planning (including supporting membership and sponsorship recruitment), and supporting The Forum staff as needed.

It is the responsibility of each Board Member to:

- Be a member of The Forum in good standing.
- Review board meeting materials in advance and engage in informed, respectful discussion and decision-making.
- If serving as a committee chair, convene committee work sessions and member events between board meetings and report recent committee activities at each board meeting.
- At-Large Directors support at least one board committee or initiative.
- Attend The Forum's four Signature events and other events as possible.

Governance & Oversight:

- **Fiscal Oversight:** The Board of Directors must provide broad fiscal oversight, including the adoption of an annual budget, quarterly review of revenue and expenses, and review of tax forms and audits. Board members are expected to serve in a fiduciary

capacity, utilizing their judgment and discretion for the benefit of The Forum.

- Attend all 8-10 yearly Board meetings, including a September Board retreat.
 - The board does not meet in July or August.
 - Most meetings are virtual, with some meetings held in-person before Signature Events (Holiday Party and Annual Meeting).
 - With the exception of the half-day board retreat, board meetings are 2 hours long.
 - Absence from two (2) consecutive meetings of the Board, or from three (3) or more meetings in a Board year, unless the Board excuses such absences, may constitute grounds for removal.
- Counsel the CEO as needed. Provide feedback on CEO's performance annually.
- Other governance tasks as needed.

Financial Commitment:

In keeping with best practice for nonprofit fundraising, The Forum seeks 100% Board participation in Forum sponsorship each year. Sponsorship includes tickets for all Forum Signature events and therefore facilitates Board members' active participation in The Forum. Information on sponsorship levels can be found [here](#).

Board members agree to either:

- Make an annual personal contribution at a level meaningful to the member, in line with Board giving expectations (currently the \$1,000 "Friend of The Forum" level sponsorship or above).

OR

- Steward a sponsorship from the member's company or firm and serve as a liaison to ensure ongoing engagement with that company.

Term Limits:

Board terms are 2 years, with a maximum of three consecutive terms. Terms are in line with The Forum's fiscal year, with new terms beginning annually on July 1.

Confidentiality and Conflict of Interest Policies:

Board members agree to review and affirm the board confidentiality and conflict of interest policies.