



Board of Directors Responsibilities  
Updated January 2023

Each board member will be responsible for the following commitments on an annual basis:

- Meetings - Must attend at least 5 of our 6 meetings per year. Meetings are usually scheduled the fourth Tuesday of every other month at 6:00 p.m. and typically last a maximum of 2 hours.
- Each member must give the Executive Director one new contact person per year. This will allow us to grow and expand past the current group of sponsors/donors that we have. This can be regarding sponsorships or just general contacts that the ED can meet with throughout the year.
- Each member is expected to take a hands-on role for the gala and walk.
  - Provide Executive Director with 3 new contacts for potential sponsors for walk and gala.
  - Secure 3 - 5 auction items of any value for the gala.
  - Secure a minimum of 5 bottles of wine for the gala.
  - Promote and encourage as many people as possible to attend both events.
  - Set up the day of and help find volunteers for the events.
- Volunteer hours - Each member must volunteer a minimum of 10 hours per year. This includes event workdays and events; meetings are not included in volunteer hours.
- Each board member is expected to bring a minimum of \$5,000 per year into the organization, through sponsorships, donations or in-kind donations. Personal funds donated can also be included in this amount.
- Board members may be called upon throughout the year to help with media appearances to help promote Maddie's events, and are asked at all times to make every effort to share Maddie's mission whenever the opportunity arises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Role/Position: \_\_\_\_\_

**(Over for Important Dates)**

### **2023 Board Meeting Dates**

**All meetings are from 6:00 - 7:30 pm and are held in the Realtor Association of Acadiana Board Room**

Tuesday, January 24th  
Tuesday, March 28th  
Tuesday, May 23rd  
Tuesday, July 18th  
Tuesday, September 26th  
Tuesday, November 14th

### **2023 Event Dates**

Saturday, April 22nd - Acadiana Gala  
Friday, September 15<sup>th</sup> – Fighting Spirits  
Saturday, October 14<sup>th</sup> - Acadiana Footprints Forever  
Saturday, October 28th - GBR Footprints Forever Quarter Marathon