



Board of Directors Responsibilities  
Updated January 2024

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)**

### **2024 Board Meeting Dates**

**All meetings are from 6:00 - 7:30 pm and are held in the Realtor Association of Acadiana Board Room  
234 Rue Beauregard (downstairs)**

January 23, 2024

March 26, 2024 (training room)

May 28, 2024 (training room)

July 23, 2024

September 24, 2024 (training room)

November 19, 2024

### **2024 Event Dates**

Friday, March 22nd - BR Gala

Saturday, April 13th - Acadiana Gala

Friday, August 30<sup>th</sup> – Fighting Spirits (may change - Labor Day Weekend)

Saturday, October 12<sup>th</sup> - Acadiana Footprints Forever

Saturday, October 26th - GBR Footprints Forever