

Pennsylvania Bar Foundation

Board Member Commitment and Expectations

Background

The Pennsylvania Bar Foundation, a non-profit, 501(c)(3) tax-exempt organization, was incorporated in 1984, in response to the Pennsylvania Bar Association's desire to become more involved in public service. Since its inception, the Foundation has been dedicated to improving the quality of legal services, raising the public's and profession's understanding of the law, and enhancing the administration of justice in Pennsylvania. These goals are achieved through the Foundation's support of law-related educational programs for youth; access to justice, pro bono, and diversity initiatives; and law school scholarships.

The Foundation's Board of Directors consists of 22 voting members: 5 officers, 12 directors, the President of the Pennsylvania Bar Association, 2 directors appointed by the President-elect of the Pennsylvania Bar Association, 1 director appointed by the President of the Pennsylvania Bar Foundation and the Immediate Past Chair of the Pennsylvania Bar Association Young Lawyers Division or his/her designee.

Commitment and Expectations

As a member of the Board of Directors of the Pennsylvania Bar Foundation, each Board member commits to the Foundation's mission: to support programs that increase the public's understanding of the law and promote equal access to justice.

In dedicating myself to ensure that the Foundation does the best work possible in pursuit of its goals, I pledge to consistently perform my duties and responsibilities which include the following:

1. Foundation Membership

Become a Life Fellow, Commonwealth Club or Keystone Society member of the Foundation, and honor my financial obligation required for the membership status selected, if not already.

2. Governance

- (a) Familiarize myself with the Foundation Bylaws.
- (b) Take an active part in the end-of year budget planning process by reviewing, approving, and, throughout the year, monitoring the budget as well as the fund-raising required to meet it.
- (c) Be aware of the policies adopted by the Foundation to ensure that it follows best practices in non-profit governance.
- (d) Make informed decisions on Foundation issues, keep up-to-date on the business of the Foundation, and remain accountable for actions taken by the board.
- (e) Work cooperatively in good faith with fellow board members toward the achievement of the Foundation's goals.
- (f) Abide by the Foundation's Conflict of Interest Policy and reaffirm my commitment annually by completing the Disclosure Statement and Questionnaire.
- (g) Actively participate in one or more committee(s) to which I am appointed.

3. Foundation Activities

- (a) Support all and attend at least one of the following activities, annually:
 - i. Foundation NightOUT or other such fundraising event held in the fall

- ii. Foundation of Treasures annual auctions or other such fundraising event held in the spring
- iii. Law-related Educational Programs and Projects:
 - a. Law Day
 - b. Celebrate the Constitution
 - c. High School Mock Trial Competition
 - d. Diversity Initiatives:
 - e. Minority Bar Law Day
- iv. Grants, Scholarships and Awards:
 - a. James W. Stoudt Scholarship Fund of the Pennsylvania Bar Foundation
 - b. Joseph T. McDonald Memorial Scholarship of the Pennsylvania Bar Foundation
 - c. Louis J. Goffman Awards
 - d. Birdsall Impact Grants
- v. Pennsylvania Bar Foundation – PA IOLTA Loan Repayment Assistance Program

(b) Attend Foundation functions conducted within my region or constituency.

(c) Foster enthusiasm and interest in the Foundation and its activities whenever possible.

4. Board meetings

- (a) Attend meetings, either in person or by teleconference, which are generally held
 - i. on Thursday afternoon of the PBA annual meeting in May, at a rotating location,
 - ii. on Thursday afternoon at the November PBA Committee-Section Day, and
 - iii. at the annual Board retreat generally scheduled in August or September.

(b) Participate in the occasional telephone conference call or interim e-mail votes.

(c) Prepare in advance for all Board meetings by reviewing the agenda, financial information, and other reports.

5. Communication

(a) Review and, when applicable, respond promptly to all e-mail and other Foundation communications from the President, other Board members, and the Executive Director.

(b) Inform county bar leaders and members within my region or constituency of the work of the Foundation, the programs it supports, the grants that it offers, and the opportunities to become actively involved in the Foundation.

(c) Be a listening post for the Foundation and alert the Foundation to developing concerns of Foundation members or contributors from my zone or constituency.

(d) Relay the organization's work and values to the community, represent the organization, and serve as a spokesperson.

6. Fundraising

- (a) Obtain annual financial contributions to the Foundation by
 - i. making a personal financial contribution to the Foundation, and
 - ii. enlisting at least one new Life Fellow, Commonwealth Club or Keystone Society member or any level of Law Firm Members (Liberty Club, Commonwealth Club or Keystone Society Law Firm Member)

(b) Cultivate relationships and open doors to potential donors such as individuals, foundations, and

corporations by in-person contact, letter writing, and making telephone calls.

- (c) Participate in the annual membership recruitment drive, fund-raising campaigns, and planned giving program by using my best efforts and personal contacts to enlist as many new members and/ or contributors to the Foundation as possible.
- (d) Support the annual silent auction, which benefits the scholarship fund, by making or obtaining (i) an in-kind contribution such as food, services, or other auction item, (ii) a monetary donation, or (iii) a sponsorship.
- (e) Encourage attorneys and non-attorneys to attend and financially support Foundation events, such as November's annual "Night-Out".

7. Local Interaction

- (a) Act as a liaison, as needed, between the Foundation and the county bar associations and foundations within my region or constituency.
- (b) Annually attend at least one county bar association function or specialized function of each county within my region or constituency to promote the Foundation, its work, membership, and financial giving opportunities.
- (c) Create opportunities to have Foundation officers meet with local bar associations and foundations in my region or constituency to promote collaboration and to demonstrate the relevancy of the work of the Foundation to local bar associations and foundations.

Conclusion

Each member should understand that his or her ability and willingness to satisfy these commitments or make a good faith effort to meet these expectations will be taken into consideration in determining whether it is in the best interests of the Foundation for the member to be re-appointed or re-elected.