



BOARD OF DIRECTORS: GENERAL DESCRIPTION

Our amazing board members are volunteers committed to improving the lives of children and families in need. Their leadership, guidance, and support fosters hope for the most vulnerable in our community. It is our strong desire that the Board reflects the diversity of the populations we serve, and advocates for the work of the mission through their outreach, expertise, service, fundraising, and personal contributions to the Lisa DeNardo – Pete Polk Memorial Foundation. Enclosed you will find information about our Mission and programs, an outline of the roles and responsibilities being on the Board entails, and information about both the members of the current board, as well as the volunteer staff and leadership of the Foundation.

The business and affairs of the Foundation are managed by the Board of Directors, which is the governing body of the Foundation. The Foundation is organized as a Michigan nonprofit corporation formed on a non-stock, directorship basis, without shareholders. The Board of Directors shall meet as often as necessary to conduct the business of the corporation but meets at least two (2) times per year.

Directors are appointed volunteers and generally serve four (4) year terms, with exceptions and limits outlined in the Bylaws provided in this Handbook. The Board of the Foundation must be comprised of no less than seven (7) and no more than eighteen (18) persons.

Meeting attendance and participation is essential to conduct the business of the Board. As outlined in the Foundation Bylaws, a quorum must be present to proceed with transactions of business. A quorum is defined as a majority of the directors in office at the time of a meeting. Additionally, the vote of a majority of the directors present at any meeting where there is a quorum shall constitute an action of the Board. Efforts are made for meetings to be available via telecommunications and in-person for maximal participation.

The Lisa DeNardo – Pete Polk Memorial Foundation Board of Directors holds an annual meeting each Jun, July, or August and a least one additional meeting, typically in the first quarter of the calendar year. Business of the Board often requires one additional meeting in fourth quarter of the fiscal year ending on December 31. Exact meeting dates are set at the meeting prior. Notice of meetings of the Board of Directors must be given in writing at least fourteen (14) days before the date of the meeting except for special meetings as described in the Bylaws.

The volunteer staff and Executive Officer of the Lisa DeNardo – Pete Polk Memorial Foundation is available to each director at any time and should be contacted by telephone or email when assistance is needed. Rosters and contact information are included in this Handbook. If you know someone who is interested in joining the Board please contact the President and share the Board of Directors Application Form available on our website at: www.denardopolkmemorialfoundation.org .