Foothills Gateway

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. The Board is responsible for setting the purpose and direction of the organization by establishing a vision statement, mission statement and purpose.

2. The Board will actively participate in the overall planning process for the organization and will monitor and strengthen programs and services through oversight, accountability, and strategic guidance.

3. The Board is responsible for hiring and supporting the Chief Executive Officer and will review performance against the position description and goals and make compensation adjustments as appropriate.

4. The Board is responsible for reviewing and approving policies and delegates to the Chief Executive Officer the responsibility for the enforcement of those policies.

5. The Board will ensure adequate financial resources are available to fulfill the organization's mission and goals. The Board will also protect and provide proper financial oversight of the organization's assets.

6. The Board will establish and update by-laws, select competent Board members, and establish appropriate subcommittees.

7. The Board will ensure the practices of the Board and the organization consistently reflect high standards of legal and ethical integrity.

8. The Board will enhance the organization's public standing through ethical leadership, advocacy, and community engagement.

FOOTHILLS GATEWAY, INC.
BOARD COMMITTEE CHARGES

FISCAL AND PROPERTY MANAGEMENT COMMITTEE

(This committee is made up of the Board Treasurer (Chair), other interested Board members, and the Finance Director and Chief Officers with a non-voting status)

Committee Charge:

- Review the budget and recommend approval of the budget to the full Board.
- Review budgeting variances and recommend any corrective action for Board consideration.
- Undertake long-range financial planning and recommend any changes to the Board with possible inclusion in the strategic plan.
- Undertake monthly review of financial reports and information.
- Review periodic financial audits and recommend accounting policies and practices as required.
- Monitor the condition of physical assets and recommend budgetary funding for repairs, improvements and replacements as required.

EXECUTIVE COMMITTEE

(This committee is made up of the officers of the Board of Directors: Board President (Chair), Vice President, Treasurer, Secretary, and the Chief Officers with a non-voting status)

Committee Charge:

- Make recommendations to the full Board on the monitoring of the organization's programs and services and ensure that they are consistent with the Mission Statement and the organization's purpose.
- Facilitate the process regarding the hiring, supervising and reviewing the job performance of the Chief Executive Officer and make recommendations as appropriate to the full Board.
- Set the agenda for monthly Board Meetings.
- Perform any other duties as outlined in the organization's By-laws.
- Act as the Board's Nominating Committee by reviewing Board Membership Applications, conducting interviews and making recommendations to the full Board.

LEGISLATIVE AFFAIRS COMMITTEE

Committee Charge:

- Monitor legislative issues at city, county, state and federal levels and address audiences accordingly.
- Discuss concerns with the Chief Officers, legislative or political, as needed.
- Enlist and encourage board members, families, parents, and foundation members to voice their opinions to elected officials on matters impacting organization and/or its members
- Legislative information will be shared in its entirety to this committee.
- Periodically meet with state and local elected officials, as needed
- Advise and recommend to the full Board positions on issues on which the Board has ability to take a position.
- Collaborate with advocacy and other service organizations where appropriate.

FOOTHILLS GATEWAY, INC.

Code of Ethics

Purpose:
This Code of Ethics has been adopted to promote and maintain the highest standards of personal and professional conduct of Foothills Gateway, Inc. (FGI) employees and members of the Board of Directors. Board of Directors Members and all agency staff will review and sign a copy of the Code of Ethics annually.

Procedure:
Employees of Foothills Gateway, Inc. and Board of Directors members will:

- Support the agency mission statement in their job-related duties and activities and uphold Foothills Gateway's integrity.
- Pledge to maintain the confidentiality of the agency and the individuals served.
- Be expected to exercise good judgment, honesty, and high ethical standards at all times.
- Adhere to the agency's safe workplace statement and maintain a work environment free from intimidation, threats, or violent acts.
- Report any form of sexual harassment that they may observe or be aware of to their supervisor, a member of the Management Team, or Human Resources staff.
- Abide by the drug-free workplace policy to ensure a safe and productive work environment at any Foothills Gateway, Inc. premises or work site.
- Be responsible for safeguarding all organizational assets.
- Avoid any conflict of interest or any relationship, influence or activity that might impair the ability to make fair and credible decisions in the workplace.
- Purchase from reputable suppliers on the basis of value, quality, and service, and conduct business in an open, honest, and timely manner with no employee or Board Member personally profiting from a relationship with a supplier. Staff should not accept gifts valued more than $25 from vendors, individuals receiving services or families. In lieu of accepting gifts, donations should be encouraged and directed to the agency. Awards from community organizations to staff are acceptable.
- Provide an accurate record of all financial transactions, in conformity with generally accepted accounting principles, which fairly presents the agency's financial position and operating results.

- Respect the individuals we serve, co-workers, and community members and their ideas and opinions.

- Merit the trust, confidence, and support of the public by being honest, fair, truthful, caring, and respectful in all actions including public relations and marketing activities.

- Practice fundraising activities that are consistent with Foothills Gateway's mission, compatible with organizational capacity and respectful of donors' interests, and use resources in accordance with the intentions of the funders.

- Develop good working relationships with staff and other agencies.

- Report any possible mistreatment, abuse, neglect, or exploitation of any Member.

- Promote the recruitment of qualified persons with disabilities, provide reasonable accommodations to promote equal opportunities for participation throughout all levels of the organization, and will provide access or referral to social, legal, or economic advocacy resources to individuals receiving services whenever practicable.

- Abide by federal, state, and local laws and state contract requirements.

- Abide by the agency policies and procedures.

- Avoid the solicitation of funds at Foothills Gateway locations on behalf of a personal cause (i.e., selling Girl Scout cookies, raising funds for another cause/charity) by FGI Board Members, staff or persons served will be discouraged. Additionally, FGI will not ask individuals receiving services to sell items on behalf of the organization.

- Maintain professional behavior with all co-workers, individuals receiving services, family members, and other constituents.

- Review and sign "Professional Boundaries" upon hire and annually thereafter during the annual evaluation.

- Support corporate citizenship by obtaining positions on local boards that address accessibility, housing, leisure pursuits, and employment for persons in need of human services or active involvement in community organizations such as chambers of commerce, rotary clubs, advisory committees, to name a few.

Code of Ethics Violations: If someone reports a serious violation of Foothills Gateway's Code of Ethics, the agency's Whistleblower Protection Policy and Procedure will be followed, the allegation(s) will be investigated, and the timelines identified in the Whistleblower Policy and Procedure will be followed.

_____
Printed Name

_____
Signature

_____
Date

6/99; ... 3/22; 3/23; 3/24; 3/25; 3/26

Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

7/01... 10/14; 8/21; 3/24; 5/25; 9/26

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals, including the right to have the information concerning the person be handled in a confidential manner.

It is the practice of Foothills Gateway, Inc. that members of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees and contractors are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a person with disabilities, family of a person with disabilities, staff or volunteers, or any overall agency business.

I have read and understand the above statements of Conflict of Interest and Confidentiality. While working with the Foothills Gateway, Inc., Board of Directors, I agree to abide by these statements.

Signature:_____ Date:_____

6/13; 7/15; 11/17; 1/19; 5/20; 8/21; 3/24; 5/25; 6/26

Board of Directors
Letter of Commitment
between

_____, Board Member
and
Foothills Gateway, Inc.

The purpose of the following agreement is to outline the commitments of Board Membership for Foothills Gateway, Inc. (FGI). It is understood that the obligations are not legally binding, but rather a public statement to the Board of Directors, Members, management, and staff of Foothills Gateway, Inc. As feasible over my tenure as a board member of Foothills Gateway, Inc., it is agreed that I will:

- Attend no less than 75% of regular Board meetings;
- Uphold the Mission and Values of Foothills Gateway, Inc.;
- Chair or serve on a standing committee or special project committee;
- Recommend potential candidates for Board membership;
- Attend at least one fundraising event/community meeting each year related to FGI or the Foothills Gateway Foundation;
- Support FGI through a personally meaningful contribution of time, talent, treasure, or influence. Support may include a financial donation, securing resources or sponsorships, volunteering at agency events, providing professional expertise, or participating in other activities that advance the organization's mission and impact;
- Be an ambassador for FGI in an effort to educate the community and increase awareness about Foothills Gateway, Inc.;
- Excuse myself from discussions and votes where I have a conflict of interest;
- Work in good faith with staff and other board members as partners toward achievement of our goals.

I acknowledge that I have read and understand the above expectations as a Board Member.

Board Member _____ Date_____