

# CLEAN LAKES ALLIANCE

## Community Board Expectations Agreement

(Rev: 08/2024)

### **Attendance:**

- Community Board members are expected to attend the Community Board meetings (generally, six meetings per year) as part of their board service. At a minimum, Community Board members must attend most of the board meetings in the calendar year. Community Board members are required to contact the Clean Lakes Alliance office if they are unable to attend a meeting to excuse their absence.\*

\*Note: Attendance at Community Board meetings is recorded, and members are expected to reply to the email notice or let us know in advance if they are unable to attend a meeting. Having two or more unexcused absences per year is considered below the commitment level expected of Community Board members.

- Every Community Board member is expected to join and regularly attend meetings of at least one Clean Lakes Alliance committee.
- Community Board members are expected to attend the biennial Community Breakfast by either being a Table Sponsor or a Table Captain.
- In addition, members should attend as many Clean Lakes Alliance organized events as possible, such as Clean Lakes 101 Science Cafés, Volunteer Days, Frozen Assets, and Loop the Lake.

### **Engagement:**

- Community Board members are expected to be engaged, supportive and enthusiastic members of the Board and advocates of the Clean Lakes Alliance vision and mission. This support would include:
  - Remaining informed on key Clean Lakes Alliance issues and talking points
  - Advocating on behalf of the Clean Lakes Alliance in public and private forums
  - Being a visible and public champion for the lakes
  - Seeking out and introducing new businesses, organizations, and other contacts to the Clean Lakes Alliance
- Members should also provide the Executive Director with advice and counsel on Clean Lakes Alliance matters, especially in their areas of expertise.

### **Financial Support:**

- All Community Board members are expected to personally give a financial donation to Clean Lakes Alliance by March 31<sup>st</sup> of each calendar year; this does not apply to Board members who are representing elected offices or who are students—for these members, donations of any size are welcome.
- Community Board members should also encourage their respective businesses/organizations to join the Clean Lakes Alliance as Lake Partners.

### **Confidentiality:**

- A board member's role may lead him/her to have access to confidential Clean Lakes Alliance ("Company"), customer, staff, and/or donor information. This may include information concerning the Company's or its affiliates' financial status, compensation agreements, business practices, lists of donors, personal donor information and/or customer/farmer records and data. As more

fully described below, this information is to remain confidential and is not to be disclosed to any unauthorized persons inside or outside of the Company. This duty to keep information confidential applies at all times the board member is actively serving the Company and continues even after the board member's service has ended with the Company.

- More specifically, a board member cannot, in any capacity, acquire by improper means, use or disclose, or cause to be used or disclosed, any **Protected Information**\* learned or acquired while serving on a board or committee for the Company to those people or entities that could cause harm to the Company or its donors, including, but not limited to, news organizations, competitors, customers and suppliers. In the event a board member is uncertain whether the use or disclosure of Protected Information to a specific person or entity would violate this policy, the board member must seek permission from the Company for the use or disclosure prior to any use or disclosure to the specific person or entity in question.

\* NOTE: "Protected Information" means all confidential or proprietary information of any kind relating to the business, operation and administration of the Company, its employees, and its affiliate entities. Protected Information also includes donor names/lists, personal donor information (including, but not limited to, contact information and financial information), data obtained from farmers, customer lists, financial information, policy or procedure manuals or work products, computer software and systems, programs, marketing materials and information, operating systems and procedures, and strategic, operational, and long-range plans and planning procedures. This policy in no way diminishes the Company's protection and enforcement rights of its "trade secrets," as that phrase is defined and interpreted in accordance with applicable state law. This policy also does not diminish any individual agreements that may have been executed between the board members and the Company.