



Board Member Expectations, 2024-25

Printed Name of CJI Board Member/Director: _____

CJI's Expectations of Me – *I hereby acknowledge my responsibilities as a CJI Board Member:*

- Duties of care, loyalty, and obedience per CJI's bylaws and "Director Fiduciary Duties" policy.
- Acknowledgment and abidance of all CJI bylaws and policies.
- Stay informed about CJI's goals, activities, finances, and issues; ask questions and request information; and not stay silent if I have questions or concerns.
- Regular attendance and active participation at Board meetings.
- Support for CJI programs and events as my schedule permits.
- Active service on at least one committee, with acknowledgement this is a governing *and* working Board.
- Act as an ambassador for CJI within my networks and the community at large.
- Personal financial contribution in an amount meaningful to me, in accordance with CJI policy. Also help with other fund development activities.
- Work in good faith with CJI staff and other Board Members as partners toward achievement of CJI's mission and goals.

If I don't fulfill my responsibilities, I will expect the Board Chair and Executive Director to contact me and discuss my responsibilities with me.

My Expectations of CJI – *In turn, CJI will be responsible to me in the following ways:*

- Regularly send me financial reports and updates about current activities and issues that enable me to stay informed.
- Offer me opportunities to discuss with the Board Chair and Executive Director the organization's goals, activities, and issues, and I may request such opportunities.
- CJI staff and other Board Members will straightforwardly respond to questions I feel are necessary to carry out my duties and responsibilities to CJI.
- CJI staff and other Board Members will work in good faith with me as partners toward achievement of CJI's mission and goals.

If CJI does not fulfill its responsibilities to me, I may call on the Board Chair and Executive Director to discuss CJI's responsibilities to me.

Continued on next page.

My Committee Service Interests (please choose at least one; placement not guaranteed, see descriptions & notes on page 3):

- | | | |
|----------------------------------------|-------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Audit/Finance | <input type="checkbox"/> Diversity on the Bench | <input type="checkbox"/> Fund Development |
| <input type="checkbox"/> Awards | <input type="checkbox"/> Education & Outreach | <input type="checkbox"/> Judicial Education |
| <input type="checkbox"/> Awards Dinner | <input type="checkbox"/> Events | <input type="checkbox"/> Nominating |
| | | <input type="checkbox"/> Young Professionals |

My Commitments / 3 Things I Will Do to Help CJI:

Additional Items I'm Willing to Contribute (based on my skills, talents, resources, and connections):

By signing below, I acknowledge that I have read and agree to the expectations and responsibilities outlined herein; and that I have received access to CJI's bylaws and policies.

Board Member Printed Name _____

Signature _____ **Date** _____

Executive Director Printed Name _____ Jeffrey A. Rupp _____

Signature _____ **Date** _____

Please return completed form to Jeff Rupp, CJI Executive Director, Jeff@ColoradoJudicialInstitute.org.

*** FOR REFERENCE ***

Opportunities to Help With Fund Development Beyond My Personal Financial Contribution:

- Provide information to CJI staff about prospective donors, funders, & sponsors. Provide introductions when possible.
- Help solicit donations and sponsorships if possible.* (Otherwise just provide info & intros!)
- Purchase tickets to CJI's annual awards dinner.
- Participate with other CJI fundraising activities and events.
- Visit major donors, funders, & sponsors and/or write them thank-you notes.
- Act as a resource to CJI staff.

**Note: Board members who are sitting judges or state employees are excused from direct solicitation.*

CJI Committee Descriptions & Notes

- *Audit/Finance*** – Oversees CJI's financial health. Ensures appropriate reporting, audit, and control functions. (Note: Committee activity is limited, consult Executive Director for details.)
- *Awards* – Manages the awards program including criteria, procedures, solicitation of nominations, and conferral of awards. (Note: Committee membership is limited, consult Executive Director for details.)
- *Awards Dinner* – Plans the annual *Judicial Excellence for Colorado Gala Dinner* event.
- *Diversity on the Bench* – Leads CJI activities in support of the Diversity on the Bench Coalition, a multi-organization collaboration.
- *Education & Outreach* – Leads efforts to provide public education and advocacy about Colorado's courts, including *Our Courts*, media outreach, and public policy activities.
- *Executive Committee*** – Provides leadership and guidance to CJI on a day-to-day basis and performs CJI governance functions between meetings of the full Board. (Note: Comprised only of CJI officers and other directors as appointed and approved by the Board.)
- *Events* – Plans education and networking events to engage CJI's constituents.
- *Fund Development* – Plans efforts related to relationship-building, donor engagement, and fundraising, all in support of CJI's mission and programs.
- *Judicial Education*** – Manages allocation of resources for funding the continuing education of judges and court staff. (Note: Committee membership is limited, consult Executive Director for details.)
- *Nominating*** – Recruits and recommends candidates for CJI's Board and officer roles.
- *Young Professionals* – Leads initiatives to increase membership and engagement among young professionals.

***Denotes a standing committee required by CJI's bylaws.*