



# Board Member Agreement 2023

Printed Name of CJJ Board Member/Director: \_\_\_\_\_

**CJJ Board Member Job Description** – *“CJJ Board Members are expected to support the work of CJJ through their time and effort. They are encouraged to serve on CJJ’s committees. They should view themselves as ambassadors for CJJ and as charged with promoting CJJ’s work within their respective communities. Board Members are also expected to support the work of CJJ financially, in accordance with CJJ’s financial contribution policy. Finally, Board Members are expected to regularly attend CJJ Board meetings and to provide notice in advance of meetings they are unable to attend.”* (From the CJJ policy “Position Descriptions for Board Member and Emeritus Board Member”)

**CJJ’s Expectations of Me** – *I hereby acknowledge my responsibilities as a member of CJJ’s Board of Directors:*

- Acknowledgement and understanding that as a CJJ board member, I have a legal and ethical responsibility toward the organization and its work. I believe in CJJ’s mission and purpose, and I will act responsibly and prudently as its steward.
- Duties of care, loyalty, and obedience per Colorado state law and CJJ’s “Director Fiduciary Duties” policy. Acknowledgement and abidance of all CJJ bylaws and policies.
- Duty to stay informed about CJJ’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. Advance notice for absences.
- Acknowledgement this is a governing and working board. Active service on committees and task forces (at least one). Please note committee choice(s) on page 2.
- Support for CJJ programs and events as my schedule permits.
- Act as an ambassador for CJJ within my networks and the community at large.
- Each year, I will make a personal financial contribution to CJJ in an amount that is meaningful to me, with the minimum corresponding to CJJ’s “Director Financial Contributions” policy.
- Help with fund development, per the opportunities outlined on page 3.
- Work in good faith with staff and other board members as partners toward achievement of CJJ’s mission and goals.
- If I don’t fulfill these responsibilities, I can expect the board chair and executive director to contact me for discussion of my responsibilities.

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

- CJJ will regularly send me financial reports and updates about current activities and issues that enable me to stay informed.
- CJJ will 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.
- CJJ staff and other board members will straightforwardly respond to questions I feel are necessary to carry out my duties and responsibilities to this organization.
- CJJ staff and other board members will work in good faith with me as partners toward achievement of the organization’s mission and goals.
- If CJJ does not fulfill its responsibilities to me, I may call on the board chair and executive director for discussion of these responsibilities.

**\*\*\*Attach extra sheets as necessary to answer these questions.\*\*\***

**My “Why” for Joining CJI’s Board:**

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**My Choice(s) for Committee Service** (please choose at least one; see descriptions on page 3):

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

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

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

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*By signing below, I acknowledge that I have read, understood, and agree to the responsibilities and expectations outlined herein.*

**Board Member Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board Chair Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Executive Director Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Please return completed form to CJI Executive Director Jeff Rupp, [Jeff@ColoradoJudicialInstitute.org](mailto:Jeff@ColoradoJudicialInstitute.org).)*

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

- Provide information about potential donors, funders, & sponsors. Provide introductions.
- Help solicit donations and sponsorships if possible.\* (Otherwise just provide info & intros!)
- Purchase tickets to the annual awards dinner (Judicial Excellence for Colorado Dinner).
- Participate at other CJI fundraising events.
- Visit major donors, funders, & sponsors and/or write them thank-you notes.
- Act as a resource to the Executive Director and staff.

(\*Note: Directors who are sitting judges or state employees are excused from direct solicitation.)

### **CJI Committee Descriptions**

- *Audit/Finance* – Oversees CJI's financial health and ensures appropriate reporting, audit, and control functions.
- *Awards* – Manages CJI's Judicial Excellence Awards including criteria, procedures, solicitation of nominations, and conferral of awards.
- *Awards Dinner* – Plans the annual Judicial Excellence for Colorado Gala Dinner event that celebrates each year's Judicial Excellence Awardees.
- *CLE* – Plans continuing legal education events including "Straight Talk With Judges."
- *Diversity on the Bench* – Leads CJI's activities in support of the Diversity on the Bench Coalition, a multi-organization collaboration working to ensure Colorado's courts reflect the diversity of the communities they serve.
- *Education & Outreach* – Leads CJI's efforts to provide education about Colorado's courts, including the *Our Courts* program.
- *Fund Development* – Plans CJI's fund development efforts, including relationship-building, donor cultivation and engagement, and fundraising, all in support of CJI's mission and programs.
- *Judicial Education* – Manages allocation of CJI's resources for funding the continuing education of judges and court staff.
- *Membership & Events* – Plans CJI's membership programs and events.
- *Nominating* – Recruits candidates for CJI's board and officer roles and makes recommendations for consideration by the full board.
- *Public Policy* – Leads CJI's public policy initiatives including monitoring of media coverage and legislation with potential impact on the judiciary.
- *Young Professionals* – Leads CJI initiatives to increase membership and engagement from young professionals (under 40).