



RCA Board Member Performance Agreement For a Two-Year Term Beginning Spring 2023

I, _____, understand the requirements and expectations associated with serving as a member of the RCA Board of Directors. If elected, I agree to fulfill the following responsibilities:

Time / Travel Commitment

- Serve at least one, two-year term; maximum of three consecutive terms
- Dedicate an average of ten to fifteen (10-15) hours per week minimum to RCA Board and Committee activities (combined total)
- Attend the RCA Conference and assist/participate in leadership-related activities at the event
- Attend (either in person or via Zoom video conference call) the RCA Board Orientation Meeting for new members.
- Attendance at RCA Board meetings (either in person or via Zoom video conference call), typically four (4) per year
- Attendance on all committee calls on which Board member is chair/co-chair
- Cover travel expenses (unless travel prohibited due to government or health mandates, or by personal decision) to meetings and the annual conference, including conference registration

Responsibilities:

- Demonstrate professionalism and serve as a proud ambassador for RCA to the public
- Actively promote RCA membership, sponsorship and certification
- Serve as chair or co-chair for at least one RCA committee, and provide a written update prior to Board meetings on the status of committee work
- Be a champion of the RCA vision, mission, goals and organizational procedures
- Ensure good management through review of programs and evaluation of Board and staff
- Ensure sound financial management through review and knowledge of annual budget
- Support/assist in all RCA fundraising and sponsorship generating efforts, including a suggested contribution of \$250 per year to the Culinology Education Foundation
- Ensure compliance with legal requirements as a trustee/fiduciary, and comply with bylaws
- Ensure good governance by participating in Board/Staff evaluations, strategic planning, Board activities, recruiting new Board members and updating bylaws as needed
- Review agenda items and minutes in advance of meetings
- Disclose and avoid conflicts of interest
- Maintain confidentiality as appropriate

Candidate Signature and Date

Candidate Name (Print Name)