**RCA Board Member Performance Agreement**

**For a Two-Year Term Beginning Spring 2024**

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 average)
* Attend the RCA Conference and assist/participate in leadership-related activities at the event
* Attend (either in person or via video conference call) the RCA Board Orientation Meeting for new members
* Attendance at RCA Board meetings (either in person or via video conference call); Board meetings typically are monthly and may be more frequent depending on organizational needs
* Attendance on all committee calls on which Board member is chair/co-chair
* Cover travel expenses to meetings and the annual conference, including conference registration

**Responsibilities**:

* Demonstrate professionalism and serve as a proud ambassador for RCA to the public and the industry
* 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 status of committee work
* Be a champion of the RCA vision, mission, goals and organizational procedures
* Ensure sound financial management through review, knowledge and compliance 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 through established processes
* Review agenda items and minutes in advance of meetings
* Disclose and avoid conflicts of interest
* Maintain confidentiality as appropriate

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Candidate Signature and Date

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Candidate Name (Print Name)