**Expectation Statement for Board Members**

Board members commit to the following:

* Stay informed about LLF's mission, services, policies, and programs;
* Aggressively fundraise for and bring other value to LLF in addition to making a personal financial contribution called the “give/get.” This give/get is currently set at a minimum of $3,000 per year per board member and ideally would be raised as follows:
  + Personal financial contribution of $1,500 per year
  + Outside fundraising of $1,500 per year
* Advocate for and inform others about LLF, its mission, and its programs;
* Assist the rest of the board in carrying out its fiduciary responsibilities (e.g., review & approve the annual budget and financial statements);
* Keep abreast of developments in LGBT literature and literary community;
* Attend all board and committee meetings and Board functions (e.g., board retreats);
* Be prepared for board and committee meetings (e.g., review agenda, reports, and supporting materials prior to meetings);
* Chair at least one committee (serve on other committees, and task forces, and offer to take on special assignments, as needed);
* Suggest nominees to the board who can make significant contributions to LLF’s work;
* Abide by conflict-of-interest and confidentiality policies;
* Refrain from making special requests of the staff.

The Board has supervision, control and direction of LLF’s affairs, committees, publications, and website. The Board supervises the disbursement of funds and is responsible for actively pursuing LLF’s principles.

Since LLF’s is a hands-on Board, Board members also have a time commitment to the Foundation. This commitment includes two-hours for Board teleconferences every other month. There is also one face-to-face meeting the day following the Lambda Literary Awards ceremony.