



**City of Phoenix**  
PHOENIX SISTER CITIES

## **BOARD OF DIRECTORS' RESPONSIBILITIES**

Phoenix Sister Cities, Inc. (PSC), is a 501(c)3 nonprofit organization, is governed by a Board of Directors which is comprised of not less than nine (9) nor more than twenty-five (25) Commission members; the chairpersons of the nine Sister Cities Committees; the Program Committees of Youth and Education and Disabilities Awareness; the Standing Committees of Economic Relations, Membership and Strategic Planning and up to three ex-officio, non-voting members representing the Mayor's Office, the City Council Offices and the City Manager's Office. The Mayor and City Council appoint and approve Commission Members who may serve two consecutive three-year terms. Committee Chairs are nominated by the individual Committees approved by the Board of Directors and may serve three consecutive one-year terms. However, upon the approval of the Executive Committee, terms may be extended beyond three years on an annual basis

### **Role / Responsibilities:**

- Determine and carry out Phoenix Sister Cities (PSC) policies and programs
- Ensure that the PSC Board of Directors and its various Sister Cities, Program Committees and Standing Committees operate consistently with established PSC policies and procedures
- Adhere to PSC revenue sharing policy in regard to general membership fees, donations, contributions and sponsorships.
- Oversee the operating funds and capital assets of PSC for the use and benefit of the organization
- Approve programs, activities and financial commitments of PSC and its Committees
- Attend Board of Directors' meetings. A member missing three (3) consecutive regular meetings per program year shall be deemed to have resigned from the Board
- Serve on a Sister City committee subject to the Board of Directors' attendance policy
- Minimum attendance of one event per each Sister Cities Committee, per year, is recommended
- Pay \$300 per fiscal year for Board of Directors' fees for meeting expenses
- Actively participate in generating the funds or other resources necessary for PSC programs and activities
- Honor a fiduciary obligation to the organization by fulfilling each of the foregoing responsibilities

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Signature

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Date