



Family Service
SUPPORT. STRENGTHEN. SERVE.

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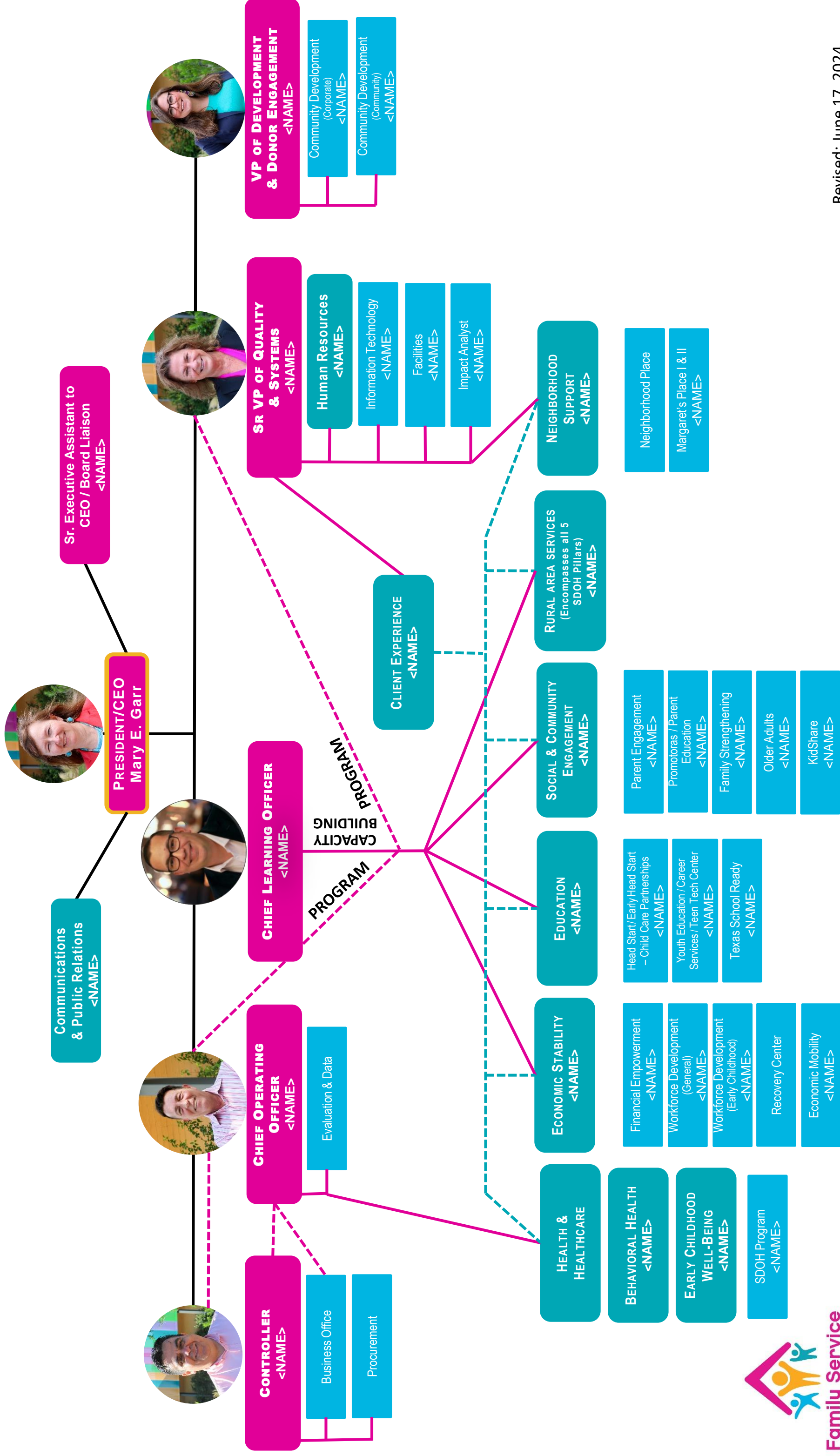
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LEFT POCKET

- Agreement to Serve
- Code of Conduct
- Conflict of Interest
- Annual Report
- Agency Brochure

Family Service Organizational Chart

Based on the Social Determinants of Health





**PRESIDENT/
CHIEF EXECUTIVE OFFICER
(ALTERNATE ADMINISTRATOR)**

Created: _____

Revised: _____

<JOB DESCRIPTION – SAMPLE>

Accountability * Respect * Responsiveness * Integrity * Excellence

FLSA: Exempt Non-Exempt Volunteer

AGENCY SUMMARY:

JOB SUMMARY:

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to:
2. Directs:
3. Other:

ESSENTIAL PERFORMANCE REQUIREMENTS AND FUNCTIONS:

Required Competencies/Skills:



Our History

Family Service Through the Years

1900's: On January 23, 1903, the Charity Association of San Antonio and Bexar County, Incorporated, was formed by a group of public-minded community leaders for “the charitable and benevolent purpose of protecting and caring for the poor and needy of the city and county without regard to creed or race... in a systematic and businesslike way.” The charter also said, “The purpose for which the Charity Association is formed is the support of benevolent undertaking, namely, to promote and carry out constructive and preventive social welfare work and to furnish aid and relief to the poor and need of the city of San Antonio without profit or gain to the corporation...” The agency’s first services were basic—providing cash and in-kind assistance for shelter, food and clothing, specifically short-term financial assistance.

1910's: In collaboration with other community leaders, Family Service helped to establish the local chapter of the American Red Cross during World War I.

1920's: Until 1927, the functions of the American Red Cross were part of the work of the Family Service. The organization was also licensed to place children for adoption, but stopped to concentrate on working with the families.

1930's: In the 1930's, the U.S. government took responsibility for providing direct financial assistance and private charities began meeting other challenges. For Family Service, this marked the beginning of social casework. Family Service was “Regarded as the general relief agency serving Bexar County with its metropolitan area of San Antonio. As other community agencies have been organized with clearly defined duties and policies, the residue of social welfare responsibilities not assumed by the newer agencies have tended to become in the mind of the public the responsibility of the Charity Association.”

1940's: In 1940, Family Service was part of a federated fund-raising group for private charities and helped to organize the San Antonio Community Chest, which became the United Fund and then the United Way. Family Service’s purpose was reviewed and updated to include “to assist persons desiring a better family life”. In 1943, the Community Chest of San Antonio asked the Charity Association to develop a family Case Work Agency, although keeping its all-encompassing welfare program (financial relief). It was renamed the Family Welfare Association in 1946. Family Service was involved with public health early on, and in 1946 helped to create a city/county TB Control Board with cases referred by the agency.

1950's: High quality, professional social worker activities and professional counseling services started in the 1950's, including family counseling, marriage counseling, sexual assault and domestic violence counseling, group activities, community programs, consultation with other agencies, family life education, and referred services. In 1956, reference is made to

the first caseload to the newly created San Antonio Department of Welfare. In 1954, we first started offering fee for service services to those who could pay. Also, in 1954, a philanthropic board member offered the use of a cottage at 217 King William St. Within 10 years, it had outgrown the space and moved to 230 Pereida St. in November 1965.

1960's: In 1967, Family Service identified the need to “improve casework skills, shorten recording practices, increase productivity of casework time with clients, and increase fee income.” In January 1968, Family Service became a provisional member of the Family Service Association of America, and later that year, the name changed again to Family Services Association of San Antonio, Inc. As such, the focus that year changed from short-term financial assistance to concentrate on family counseling and other related services. Home-based services and group education for families in crisis were established.

1970's: In the 1970's, counseling programs continued to expand. In April 1971, we were fully accredited by the Family Service Association of America. Also in 1971, a Homemaker Service was established and later became part of the City of San Antonio Department of Human Resources. In 1978, Family Service was asked by the Young Family Resources Center to merge. Family Service also opened an East side office in a multi-purpose center and provided family group treatment, group counseling, and family life and parent education, along with home economics classes. We also provided plays “written by professional writers” on themes tied to programs, e.g. domestic violence, depression, etc. In 1978, we added to our purpose, “to offer strength to families who are under stress.”

1980's: In December 1981, we were reaccredited by the Council on Accreditation of Services for Families and Children. Family Service also started provided Employee Assistance Program (EAP) services in this decade.

1990's: Family Service created the first teen-led gang alternative program, Youth Against Gang Activity (YAGA) in 1993 and began implementing the largest Families and Schools Together (FAST) program in the U.S. During this decade, just over 4,000 individuals and families were served annually.

2000's: The City of San Antonio asked Family Service to add early childhood education to its programming and Family Service started as a Head Start and Early Head Start provider in 2009, and by 2013 was serving 1610 children in Head Start and 140 children in Early Head Start annually. In 2006, Family Service leased a former elementary school, H.K. Williams Elementary School, from the Edgewood School District, and then through various financing tools, including a New Market Tax Credit and city/county bond funding, purchased the building in 2016, with the intent to develop a true community hub. This building, now called the Neighborhood Place, houses our Financial Empowerment Center which was originally funded through a Bloomberg Grant, and provides counseling services to help people get on a solid financial footing. The building also contains Family Service youth programs, including, the Teen Tech Center, established through the international Clubhouse Network and in partnership with Best Buy, to expose neighborhood youths to STEAM opportunities and be a safe haven for them after school and in the summer. Various tenants with aligned missions occupy space there as well, with the intent to leverage each other's capabilities to support our clients.

Summary

Family Service is the oldest human service agency in San Antonio dedicated to helping families in need. It has operated out of various spaces over the years and changed names several times, most recently in 2018.

It focuses on addressing the social determinants of health through a trauma-informed care lens. With five locations, multiple school, clinic, and other sites, as well as providing in home services, Family Service provides high quality service in English and Spanish to almost 100,000 individuals and families in San Antonio, Bexar County, and south Texas. Clients represent diverse ethnic and racial backgrounds, and a wide range of socioeconomic levels. With a \$23 million annual operating budget, the organization offers innovative programs and services in a collaborative way to address the most prevalent underlying needs facing area families today.



Family Service Background

Over A Century of Service for the Community of San Antonio and Beyond! In March, 1903, the doors of a revolutionary new social service agency opened in San Antonio for the first time. The Charity Association of San Antonio and Bexar County, predecessor of Family Service Association of San Antonio, Inc., was founded by a group of public-minded community leaders. Their goal was to provide financial assistance to poor and needy families and prevent their exploitation by unscrupulous individuals. Although Family Service Association's objectives and methodologies have changed over the years, its commitment to its mission of strengthening families has remained constant.

Family Service has grown and changed with the twentieth century itself. During the 1930's when the government took responsibility for providing direct financial assistance, private charities began meeting other challenges. For Family Service this was the development of social casework. By the 1950's, Family Service was providing high-quality, professional counseling services to the community. By the mid 1970's, Family Service had identified another need in the community. Accordingly, home based services and group education for families were established. In the early 1990's, the agency began providing some needed services through the creative use of volunteers, created the first teen-led gang alternative and implemented the largest Families and Schools Together program in the United States. Family Service offers services that empower individuals and families to transform their lives and strengthen their community.

During its hundred plus years in San Antonio, Family Service Association has also provided leadership in developing other needed services. In collaboration with other community leaders, Family Service helped to found and establish the local chapter of the American Red Cross. The agency also initiated the City's Homemaker Department. In 1940, Family Service was a founder of a new federated fund-raising group for private charities, the United Fund, today the United Way of San Antonio and Bexar County.

Family Service Association began its life with conservative fiscal management, and balanced budgets have always been a hallmark. In 1903 the agency's annual operating budget was \$5,000. Family Service routinely receives "clean" independent financial audits, and regular recognition by the United Way for outstanding management.

Four traits have always characterized Family Service Association: innovative programs, collaboration with others in the community, responsible fiscal management, and an abiding dedication to families. The vision of a handful of leaders in 1903 has impacted hundreds of thousands of lives to date. Today the programs of Family Service continue to support positive family values, respect the changing role of the family, and assist children, seniors, and families to deal effectively with their problems and challenges. Family Service remains a premier resource for San Antonio families. Since 1903, we are the family you can always count on!



MISSION:

**Empowering individuals and families
to transform their lives
and strengthen our communities.**



FAMILY SERVICE FACT SHEET

SOCIAL DETERMINANTS OF HEALTH

Family Service and community partners are working to address the social determinants of health (SDOH) that affect individuals and families served through a trauma-informed care lens. SDOH are conditions in environments where people are **born, live, learn, work, play**, and **age** that affect a wide range of health and quality of life outcomes.

ABOUT US

Serving almost 60,000 people annually

LEGAL STATUS

A 501(c)(3) public charity established in 1903.

MISSION STATEMENT

Empowering individuals and families to transform their lives and strengthen their community.

CORE VALUES

- Accountability
- Excellence
- Integrity
- Respect
- Responsiveness

BOARD OF DIRECTORS AND STAFF

- The board includes 18 to 36 individuals with expertise in the volunteer, nonprofit, and for profit sectors.
- President/CEO, Mary E. Garr, and more than 450 employees, over 5,000 volunteers* with an annual budget of over \$31million.**

**2023 budget

SERVICES

WHERE SERVICES ARE DELIVERED

- Four Family Service office locations and multiple community based office locations
- Elementary, Middle and High School campuses
- Community, school, or home settings
- Four rural county office locations

COST OF SERVICES

A combination of sliding scale fees and/or free services based on program eligibility.

WHO WE SERVE

CLIENTS

Prenatal care, infants, children, youth, seniors, and families of all ethnic, racial and cultural backgrounds, and socio-economic levels.

FUNDING

KEY FUNDING SOURCES

- United Way of San Antonio and Bexar County
- Government contracts, public organizations
- Foundation and corporate grants
- Private contributions
- Client fees
- Third-party insurance payments

PROGRAM SERVICES BY SOCIAL DETERMINANTS OF HEALTH IMPACT AREAS

Though our services are outlined under one SDOH, our services impact more than one impact area.

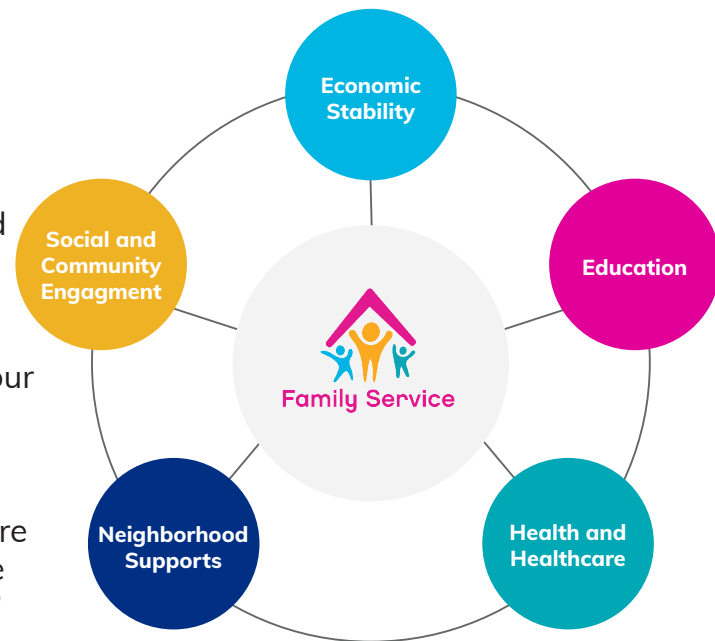
ECONOMIC STABILITY	EDUCATION	HEALTH & HEALTH CARE	NEIGHBORHOOD SUPPORTS	SOCIAL & COMMUNITY ENGAGEMENT
<ul style="list-style-type: none"> • One-on-One Financial Counseling (Financial Empowerment Center) • Tax Assistance (VITA/My Free Taxes) • Workforce Development • Early Childhood Educator Training including Substitute and Child Development Associate (CDA) Training • Trades Skill Job Training 	<ul style="list-style-type: none"> • Early Childhood Education • Early Head Start & Head Start • Texas School Ready • Youth Education & STEAM-focused afterschool program • Best Buy Teen Tech Center • Youth Summer Internships 	<ul style="list-style-type: none"> • Behavioral Health Counseling • Early Childhood Well-Being • School-Based Programs • Outpatient Substance Abuse Treatment 	<ul style="list-style-type: none"> • Emergency Pantry (Margaret's Place I & II) • Family Service Neighborhood Place and Partner Services 	<ul style="list-style-type: none"> • Community Healthcare Workers (Promotoras) • Family Strengthening • Helping Children Cope with Divorce Seminar • Holiday Support (Adopt-A-Family) • Internships • Older Adults Services • Parent Engagement • Parent Education • Respite Care • Supervised Visitations (KidShare) • Volunteers
<ul style="list-style-type: none"> • Rural Services 				

WHAT ARE SOCIAL DETERMINANTS OF HEALTH?

Family Service programs aren't changing, only how we talk about them. We are now utilizing the five social determinants of health as set by Healthy People 2030: economic stability, education, health and healthcare, neighborhood supports, and social and community engagement. Our programs are now categorized around these social determinants of health.

The social determinants of health address all areas of well-being. Our health is built through the parks where our children play, our opportunities for higher education, the cleanliness of our job sites, and more.

A happy, healthy and stable life is built through these core foundations; if one piece is missing, it can destabilize the entire structure. By strengthening all areas of our clients' lives, we're truly moving them forward, not just for today, but **for the future**.



Breakdown from Healthy People 2030

ECONOMIC STABILITY

What Does It Address:

- Employment
- Food Insecurity
- Housing Instability
- Poverty

Family Service Programs:

Emergency Pantries (Margaret's Place), Financial Empowerment Center, Internships, VITA Free Tax Preparation, Workforce Development (including GED and ESL Classes and Early Education Training), Youth Internships

EDUCATION

What Does It Address:

- Early Childhood Education and Development
- Enrollment in Higher Education
- High School Graduation
- Language and Literacy

Family Service Programs:

Best Buy Teen Tech Center, Early Head Start & Head Start, Early Childhood Well-Being, Family Strengthening, Financial Empowerment Center Financial Empowerment Center, Internships, Mentorships, Parent Engagement, Texas School Ready, Workforce Development, Youth Education

HEALTH AND HEALTHCARE

What Does It Address:

- Access to Healthcare
- Access to Primary Care
- Health Literacy

Family Service Programs:

Behavioral Health Counseling (individual, group & EPA), Early Childhood Well-Being, Older Adults Services, Promotoras (Community Health Workers), Respite Care, Supervised Visitations (KidShare)

NEIGHBORHOOD SUPPORTS

What Does It Address:

- Crime and Violence
- Environmental Conditions
- Quality of Housing
- Transportation and Physical Activity

Family Service Programs:

Emergency Pantries (Margaret's Place), Neighborhood Place & Partner Services, Parent Engagement, Volunteer Programs

SOCIAL AND COMMUNITY ENGAGEMENT

What Does It Address:

- Civic Participation
- Discrimination
- Social Cohesion
- Health Discussions and Healthy Eating
- Family Communication and Support Systems

Family Service Programs:

Best Buy Teen Tech Center, Emergency Pantries (Margaret's Place), Family Strengthening, Holiday Assistance (Adopt-A-Family), Internships, Mentorships, Neighborhood Place, Older Adults Services, Promotoras (Community Health Workers), Respite Care, Supervised Visitations (KidShare), Volunteer Programs, Youth Education



FAMILY SERVICE
BOARD AND COMMITTEE MEETINGS
JANUARY – DECEMBER 2024

BOARD/COMMITTEE	DATE	TIME	LOCATION
<u>BOARD MEETINGS</u> <i>(2nd Thursday of the month)</i>			
Chair – <NAME>			
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
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	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
<u>EXECUTIVE & GOVERNANCE COMMITTEE – (BOARD OFFICERS)</u> <i>(AS NEEDED)</i>			
Chair – <NAME>			
<u>BOARD RECRUITMENT COMMITTEE</u> <i>(Meeting Schedule – TBD)</i>			
Chair – <NAME>			
<u>DEVELOPMENT / COMMUNICATIONS COMMITTEE</u> <i>(Meeting Schedule – TBD)</i>			
Chair – <NAME>			
<u>FACILITIES COMMITTEE</u> <i>(1st Thursday of every other month)</i>			
Chair – <NAME>			
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
<u>FINANCE & AUDIT COMMITTEE</u> <i>(Last Tuesday of the month AS SCHEDULED)</i>			
Chair – <NAME>			
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
	XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>

HEALTH & WELL-BEING COMMITTEE

Chair – <NAME>

(Meeting Schedule – TBD)

PROGRAMS COMMITTEE

Chair – <NAME>

(Will meet via EMAIL)

TALENT MANAGEMENT COMMITTEE

Chair – <NAME>

(3rd Tuesday of even numbered months)

XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>

TECHNOLOGY COMMITTEE

Chair – <NAME>

(4th Friday or as scheduled below)

XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>
XXXXX XX, 2024	12 – 1:15pm	<i>San Pedro Board Rm – In person</i>

AGENCY EVENTS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX XX, 2024	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX XX, 2024	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX XX, 2024	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX XX, 2024	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX



2024 BOARD OFFICERS & DIRECTORS

702 San Pedro
San Antonio, Texas 78212
Phone: 210-299-2400 / Fax: 210-299-4498
Support@Family-Service.org

NAME & ADDRESS	WORK	HOME
OFFICERS		
CHAIR – <LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
CHAIR-ELECT – <LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
VICE CHAIR – <LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
TREASURER – <LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
SECRETARY – <LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>

NAME & ADDRESS	WORK	HOME
OFFICERS – Continued		
PRESIDENT/CHIEF EXECUTIVE OFFICER – GARR, MARY E.	702 San Pedro San Antonio, TX 78212 Phone: 210-299-2405 Fax: 210-299-4498 MGarr@Family-Service.org Sr Executive Assistant / Board Liaison – Angie Oviedo 210-299-2405 Aoviedo@Family-Service.org	
NAME & ADDRESS	WORK	HOME
MEMBERS		
<LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME> <i>(Elected to Board XX/XX/XXXX)</i> <i>(Term Expires XX/XX/XXXX)</i> <i>(2nd Term Expires XX/XX/XXXX)</i>	<Company Name> * <Address> <City, State, Zip> Phone: XXX-XXX-XXXX ** <Email> Assistant – <Name / Phone Number> <Email>	<Address> <City, State, Zip> Cell: XXX-XXX-XXXX <Email>

NAME & ADDRESS	WORK
STAFF	
<LAST, FIRST NAME>	Senior Vice President of Quality & Systems 702 San Pedro San Antonio, TX 78212 Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME>	Chief Operating Officer 702 San Pedro San Antonio, TX 78212 Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME>	Vice President of Development & Donor Engagement 702 San Pedro San Antonio, TX 78212 Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME>	Chief Learning Officer 702 San Pedro San Antonio, TX 78212 Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX <Email>
<LAST, FIRST NAME>	Controller 702 San Pedro San Antonio, TX 78212 Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX <Email>



AGREEMENT TO SERVE FAMILY SERVICE BOARD OF DIRECTORS

WHEREAS the mission of Family Service of San Antonio, Inc. is “Empowering individuals and families to transform their lives and strengthen our communities”; and

WHEREAS Family Service’s board of directors guides the agency in policy making and assures the agency’s long term financial security; now therefore

I agree to serve on the board of directors of Family Service of San Antonio, Inc.

RESPONSIBILITIES:

- Set the vision and lead the agency into the future
 - Attend and participate in board meetings, the annual meeting and retreat(s)
- Make policy, develop strategies, and set priorities
 - Actively participate on at least one board committee
- Hire, sustain, and assist the agency’s President/Chief Executive Officer
- Provide a link to resources in the community, both friends and funds
 - Arrange for staff to meet potential benefactors such as volunteer groups, corporate CEOs, or individuals of financial means
 - Select and commit to participation in one or more of the agency’s special events
- Serve as champion and ambassador of the agency in the community
 - Participate in the Program Evaluation Committee including service visits and reports
 - Attend and financially support one or more of the agency’s primary fundraising events
 - Help disseminate information and interest in agency’s public events
 - Connect staff to opportunities for increased agency visibility such as business, education, chamber, civic, etc.
- Ensure the fiscal stability and service integrity of the agency’s programs
 - Make a meaningful personal financial contribution to the annual campaign before December 31st of each year at a minimum of \$500 per year. This personal contribution is separate and apart from any contribution(s) from the business that the member is representing.
- Abide by agency’s Code of Conduct and Conflict of Interest Policy

REASSURANCES:

- An annual report of the agency’s overall well being
- An annual external audit report
- Bi-monthly program and financial reports
- Board member liability coverage
- Training as needed or requested
- Support from the agency’s staff

REWARDS:

Strengthening San Antonio families and neighborhoods!

Board Member’s Printed Name _____

Board Member’s signature _____ **Date** _____

Board Chair’s signature _____ **Date** _____



BOARD MEMBER CONFLICT OF INTEREST POLICY **Family Service Association of San Antonio, Inc.**

It is the policy of Family Service Association of San Antonio, Inc. (Family Service) that all board members or members of any committee of Family Service have a duty to be free from the influence of any conflicting interest when they act on behalf of Family Service or represent it in negotiations, advise others in Family Service with respect to third parties, or vote on matters of consideration before the Board. Board members may not allow such conflict or appearance of conflict of interest to interfere with the performance of their duties to Family Service.

Each Board and Committee member shall annually sign and update a Conflict of Interest Statement which will be reviewed by the Executive Committee which determines whether a conflict of interest exists. (See attached.)

Any member of the Board, or any Committee member who is not a member of the Board, who has a financial, personal, or official, interest in, conflict, or appearance of conflict with any matter pending before the Board, of such nature that prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily refrain from discussion and voting on said item. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT

I have thoroughly reviewed the Family Service Association of San Antonio, Inc. Conflict of Interest Policy, concur with it and clearly understand my responsibilities to ensure it is followed.

Name: _____ Title: _____

Signed: _____ Date: _____



CONFLICT OF INTEREST DISCLOSURE FORM

Individual Submitting

Date Submitted

Description of the potential conflict of interest:

Date Reviewed by Executive Committee: _____

Board Chair Signature: _____

Disposition of Committee on Directors' Review:

() No conflict of interest exists () Potential conflict of interest does exist

Comments/Notes:
