

WILL ROGERS HIGH SCHOOL COMMUNITY FOUNDATION, INC.

Policy on Director, Officer, Staff and Volunteer Responsibility

Section 1. Personal and Professional Integrity. All Directors, Officers, Staff and Volunteers of the Will Rogers High School Community Foundation, shall act with honesty, integrity, loyalty and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity.

Section 2. Support of the Mission. The Will Rogers High School Community Foundation has a clearly stated mission and purpose, adopted by the Board of Directors, in pursuit of the public good. All of its programs support that mission, and all who work for or on behalf of the organization must understand and be loyal to that mission and purpose.

Section 3. Governance. The Will Rogers High School Community Foundation has an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations and policies of the organization. The Board of Directors:

(a) Shall ensure that its members, including *ex officio* directors, have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;

(b) Shall ensure that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;

(c) Is responsible for the hiring, firing and regular review of the performance of the executive director or association management contractor, as applicable, and shall ensure that the compensation of this person or entity is reasonable and appropriate;

(d) Shall ensure that the executive director or association management contractor and appropriate staff, as applicable, provide the Board of Directors with timely and comprehensive information so that the governing body can effectively carry out its duties;

(e) Shall ensure that the organization promotes working relationships with directors, officers, staff, volunteers and program beneficiaries that are based on mutual respect, fairness and openness;

(f) Shall ensure that the organization is fair and inclusive in its hiring and promotion policies and practices for all director, officer, staff and volunteer positions, as applicable;

(g) Shall ensure that the policies of the organization are in writing, clearly articulated and officially adopted;

(h) Shall ensure that the resources of the organization are responsibly and prudently managed; and

(i) Shall ensure that the organization has the capacity to carry out its programs effectively.

Section 4. Legal Compliance. The directors, officers, staff and volunteers of Will Rogers High School Community Foundation shall be knowledgeable of and comply with all laws, regulations and applicable international conventions.

Section 5. Responsible Stewardship. The Will Rogers High School Community Foundation shall manage its funds responsibly and prudently. This includes the following considerations:

(a) The organization shall spend a reasonable percentage of its annual budget on programs in pursuance of its mission;

(b) The organization shall spend an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;

(c) The organization shall compensate staff, if applicable, and any others who may be entitled to receive compensation, reasonably and appropriately;

(d) Any solicitation of funds shall have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;

(e) The organization shall not accumulate operating funds excessively;

(f) Endowment funds shall be used consistent with donor intent and to support the public purpose of the organization;

(g) All spending practices and policies shall be fair, reasonable and appropriate to fulfill the mission of the organization; and,

(h) All financial reports shall be factually accurate and complete in all material respects.

Section 6. Openness and Disclosure. The Will Rogers High School Community Foundation shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Internal Revenue Service Form 990, reviews and compilations, and audited financial statements

will available to the directors on individual request. All solicitation materials shall accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

Section 7. Program Evaluation. The Will Rogers High School Community Foundation shall regularly review program effectiveness and have mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and shall develop mechanisms to promote learning from its activities and the field. The organization shall be responsive to changes in its field of activity and responsive to the needs of its constituencies.

Section 8. Inclusiveness and Diversity. The Will Rogers High School Community Foundation has a policy of promoting inclusiveness and its staff (if appropriate), board and volunteers will reflect diversity in order to enrich its programmatic effectiveness. The organization shall take meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Section 9. Fundraising. The Will Rogers High School Community Foundation shall be truthful in its solicitation materials to raise funds from the public or donor institutions. This organization shall respect the privacy concerns of individual donors and expend funds consistent with donor intent. Organizations disclose important and relevant information to potential donors. In raising funds from the public or donor institutions, the directors, officers, employees and volunteers of this organization, as applicable, will respect the rights of donors, which are:

(a) To be informed of the mission of the organization, the way the resources will be used and the organization's capacity to use donations effectively for their intended purposes;

(b) To be informed of the identity of those serving on the organization's Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;

(c) To have access to the organization's most recent financial reports;

(d) To expect that their gifts will be used for the purposes for which they were given;

(e) To receive appropriate acknowledgement and recognition, unless specifically declined;

(f) To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;

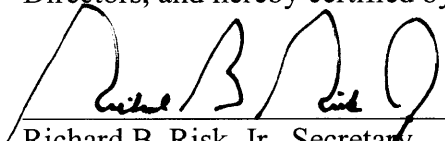
(g) To expect that all relationships with individuals representing the organization will be professional in nature;

(h) To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;

(i) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,

(j) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Adopted August 26, 2010, by The Will Rogers High School Community Foundation Board of Directors, and hereby certified by


Richard B. Risk, Jr., Secretary

SEPTEMBER 6, 2010
Date