



**PROVIDENCE HOUSE INC.  
PHRIENDS ASSOCIATE BOARD  
STATEMENT OF EXPECTATIONS**

The following responsibilities are specific to Providence House and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of Associate Board members.

- 1. Commit to the mission and goals of Providence House.**
- 2. Attend PHriends Associate Board meetings and committee meetings:** Monthly meetings will be held on the 2nd Wednesday of each month (from 5:30-7:00 pm) unless otherwise decided. Minimum attendance expected of each Associate Board member is 75%. *In addition, attendance at the Annual PHriends Retreat in January is required.*
- 3. Attend Providence House special events:** Associate Board members are strongly encouraged to attend as many events as possible. **Members are expected to attend and participate in a minimum of 3 special events per year, including Providence House and PHriends specific events.**
- 4. Provide funding support to Providence House:** Members are expected to make an annual donation of \$250, due within 30 days of acceptance to the PHriends Associate Board. The \$250 donation includes non-transferable tickets to Deck the House (\$65 value) and pARTy with PHriends (\$30 value). Under special circumstances, members can also make donations in smaller installments throughout the year; any interest in this form of payment should be communicated directly to the Treasurer. Lastly, members are also expected to offer support through special gifts for additional funding challenges.
- 5. Seek community support:** Members are expected to partake in the PHriendsgiving campaign with a goal of raising \$1,000 per person. Members will secure a minimum of four in-kind donations for events throughout the year. Members are also asked to seek support from their organization at the highest possible level of sponsorship.
- 6. Contribute expertise, in-kind services, or technical assistance where applicable.**
- 7. Represent Providence House:** Be familiar with and speak in support of Providence House and allow his/her name to be used in support of Providence House's mission. Members are expected to host at least one Milk & Cookies Tour or Done in a Day annually.
- 8. Disclose any potential conflict of interest with Providence House.**
- 9. Refrain from discussing or sharing confidential Associate board business with non-board members in accordance with our confidentiality policies.**

*I understand that as a member of the PHriends Associate Board of Providence House, I will be held accountable to the expectations above on an annual basis.*

- I agree to the above statement and will comply with the requirements.
- I cannot meet these expectations and regretfully tender my resignation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date