



# LIFEWISE CHAPTER PROGRAM

## Advisory Leadership Board Expectations

### Purpose

The LifeWise Chapter Program Advisory Leadership Board of [ ] (henceforth referred to as simply "Chapter Program") is a team of dedicated volunteers providing advice and guidance to the released time religious instruction program for the students of the Chapter Program which is administered and operated by LifeWise, Inc. an Ohio not-for profit corporation organized and tax exempt under Section 501(c)(3) of the Internal Revenue Code ("LifeWise").

### Compliance and Foundational Documents

The Chapter Program is not a separate 501(c)(3) entity, rather LifeWise operates the Chapter Program as part of its not-for-profit mission.

The Advisory Leadership Board shall act in accordance with the LifeWise Policy Manual, Statement of Faith, Vision Statement, Vision Philosophy and Core Values (the "Foundational Documents"), which are incorporated by reference into this Agreement. All Advisory Leadership Board members shall read and understand the Foundational Documents and any updates and amendments to the Foundational Documents. The Advisory Leadership Board shall follow all applicable local, state, and federal laws. A signed copy of these Advisory Leadership Board Expectations shall be maintained by the Chapter Program.

### Advisory Leadership Board

**General Responsibilities:** The Advisory Leadership Board shall advise and coordinate with local volunteers, local community leaders, parents, and stakeholders. The Advisory Leadership Board is an integral part of enacting the vision and mission of LifeWise in its community. Each Advisory Leadership Board member has been gifted with specific talents and gifts and our prayer is that each Advisory Leadership Board member will be used by God to move forward his plan for LifeWise.

The Advisory Leadership Board and its members do not have legal authority to act on behalf of LifeWise. All final decisions regarding the Chapter Program shall be made by LifeWise's employees, officers and/or the appointed Program Director. The Advisory Leadership Board members provide non-binding advice and guidance. Advisory Leadership Board members shall not communicate to any person that the Advisory Leadership Board or any member has authority to make final binding decisions on behalf of LifeWise or the Chapter Program.

Advisory Leadership Board members have a responsibility to complete training courses as advised by the Program Director and to be an integral part of the fundraising process.

Advisory Leadership Board members have a responsibility to notify the LifeWise Inc. Support Center if they have concerns about the performance of LifeWise employees and/or the appointed Program

Director that have been documented and remain locally unresolved. No Advisory Leadership Board members shall be a relative of the Program Director.

The Advisory Leadership Board and its members do not have authority to sign contracts on behalf of LifeWise or LifeWise Academy LLC, hire employees of LifeWise, settle a claim or dispute regarding the Chapter Program, LifeWise or LifeWise Academy LLC, or direct any person to take any action contrary to the Foundational Documents. Advisory Leadership Board members are volunteers in accordance with the Volunteer Protection Act of 1997 (VPA), any applicable state good samaritan law, and the minimum wage and overtime pay requirements under the Fair Labor Standards Act (FLSA). Except for the Program Director assigned to the Chapter Program, Advisory Leadership Board members are not employees of LifeWise or any affiliate. Advisory Leadership Board members are covered by the LifeWise Liability Insurance coverages that are extended to all volunteers supporting its Chapter Programs, but only while acting on behalf of LifeWise and within the scope of their delegated authority.

**Number, Selection and Tenure:** The number of members on the Advisory Leadership Board shall be at least three, but no more than nine (the “Leaders”). Advisory Leadership Board members shall be appointed by LifeWise employees or officers or the appointed Program Director, and Leaders may be removed at any time for any reason based on the reasonable discretion of a LifeWise employee or officer. The Advisory Leadership Board is encouraged to identify individuals willing and qualified to serve as Advisory Leadership Board Leaders. In the event of a vacancy or if additional Leaders are desired, the Advisory Leadership Board shall nominate individuals to serve as a Leader by simple majority vote. A Leader shall hold office until they resign, are removed, or until a successor has been selected. Leaders shall provide the Program Director at least 90 days advance written notice before resigning from the Advisory Leadership Board.

**Meetings:** Advisory Leadership Board meetings shall be held at least quarterly or at other times determined by the Advisory Leadership Board. Additional meetings may be called by or at the request of the Program Director or a majority of the Advisory Leadership Board. Meetings will be held at the LifeWise program facility or another location as determined by the Program Director. Notice of any meeting shall typically be given at least four days in advance by phone or email. If notice is given by email, such notice shall be deemed delivered when the email is transmitted by the sender.

**Quorum:** A quorum for any Advisory Leadership Board meeting will be a majority of duly selected Leaders.

**Manner Of Acting:** A vote of the majority of the Advisory Leadership Board present at a meeting at which a quorum is established shall be the advice or guidance of the Advisory Leadership Board. All Advisory Leadership Board meetings shall be documented in meeting minutes.

**Electronic Meetings:** Any meeting may be held by conference video, telephone, email or similar communication equipment. All participating members will be deemed present in person at the meeting. Any action taken during an electronic meeting will have the same force and effect as any other action of the Advisory Leadership Board, and a record of such meetings will be made a part of the meeting minutes.

**Compensation:** The Advisory Leadership Board volunteer members shall receive no financial compensation for their service or any other thing of value in lieu of compensation in excess of \$500.00 per year (other than reasonable reimbursement or allowance for expenses actually incurred).

**Deadlock:** In the event of an equal number of votes cast for advice or guidance of any issue before the Advisory Leadership Board, a revote shall be scheduled within 5 business days (whether in person or electronic) to allow for additional prayer and discussion.

### **Advisory Leadership Board Members**

The Advisory Leadership Board shall consist of no less than three individuals and shall include at least the following roles:

- ◆ LifeWise Program Director
- ◆ Leadership Leader
- ◆ Location Leader
- ◆ Logistics Leader
- ◆ Loot Leader
- ◆ Ledger Leader
- ◆ Language Leader

## Acknowledgement

I have received and read a copy of the above Advisory Leadership Board Expectations and the Foundational Documents. I understand that the policies, rules, and procedures described in the Foundational Documents are subject to change at the sole discretion of LifeWise, Inc. at any time.

I agree to comply with the Advisory Leadership Board Expectations and the Foundational Documents.

I further understand that I may be removed from the Advisory Leadership Board at any time, with or without cause or advance notice, and I may resign for any reason with 90 days advance notice, or effective immediately with good cause.

I understand my responsibilities are to provide non-binding advice and guidance, and I do not have legal authority to make final decisions on behalf of the Chapter Program or LifeWise, Inc.

I understand that my signature below indicates that I have read and understand the above statements.

Member	Role(s)	Email	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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