



Ronald McDonald
House Charities®
Northeast Kansas

RMHC Board Member Expectations

January 1 - December 31, 2025

Required Board Activities

The following expectations are to be met by each member of the Ronald McDonald House Charities of Northeast Kansas Board of Directors.

1. Attend Monthly Board Meetings

Board members must regularly attend and actively participate in meetings of the RMHC Board of Directors, which are held on the third Tuesday of each month from 5:30 - 6:30 pm. The December meeting is considered the Board's Annual Meeting, at which time the 2026 budget will be reviewed, discussed, and voted on. The January, April, July, and October meetings are held in person at Wings, Etc. in Fairlawn Plaza. All other meetings are conducted via Zoom videoconference. To be excused from attendance, Board members must notify the RMHC CEO/Executive Director of their inability to participate prior to the meeting's start. No more than two unexcused absences from Board meetings may occur during the calendar year.

2. Serve as a Brand Advocate

Board members are uniquely poised to spread the news about Topeka's Ronald McDonald House, its mission, and planned events. Board members are expected to routinely communicate with colleagues, family, friends, and others about upcoming RMHC fund-raisers, specific Ronald McDonald House needs, etc. Various means of communication may be used, including emails, word of mouth, social media, etc.

3. Support Fundraising

Each Board member is expected to support, promote, and attend the annual RMHC Gala, which will be held on Saturday, August 23, 2025. The following expectations also apply to **every** Board member:

- Actively solicit monetary contributions from the community.
- Through donation requests and/or personal contributions, secure auction and/or raffle items with an aggregated value of at least \$250 - due by August 1, 2025.
- Team up with another Board member to build and donate one gift basket valued at \$100 or more, with contents secured through donation from another individual or business and/or personal contributions - due by August 1, 2025.
- Help identify potential event sponsors and share their contact information with the RMHC CEO/Executive Director.

- Attend the RMHC gala as a volunteer, as part of a sponsored group, or through purchase of a table for 10 or individual ticket(s).

Additionally, each Board member is expected to join and actively participate on **one** of the following fundraising committees, meeting specific expectations for each as outlined in this document.

- **Robert Lagree Memorial Sporting Clays for RMHC – Saturday, April 26, 2025**

Board members serving on this fundraising committee are expected to:

- Regularly and actively participate in committee meetings.
- Contribute at least one prize or silent auction item valued at \$25 or more, which may be secured through direct purchase or donation from another individual or business.
- Secure at least three registered participants.
- Secure at least two event sponsors.
- Attend the event either as a participant or volunteer.

- **RMHC Charity Golf Classic – Friday, May 16, 2025**

Board members serving on this fundraising committee are expected to:

- Regularly and actively participate in committee meetings.
- Contribute at least one prize or silent auction item valued at \$25 or more, which may be secured through direct purchase or donation from another individual or business.
- Secure at least one team to participate in the tournament.
- Secure at least two event sponsors.
- Attend the event either as a participant or volunteer.

- **RMHC Viva Las Vegas Gala – Saturday, August 23, 2025**

In addition to the previously noted gala-specific expectations of all Board members, those serving on the gala fundraising committee are expected to:

- Regularly and actively participate in committee meetings.
- Join and actively participate in at least one gala subcommittee, completing operational tasks as assigned by the committee chairs.
- Request donation of auction items and gift baskets beyond the five required of every Board member.
- Request event sponsorships from area businesses.
- Request donation of whiskey, desserts, etc. for the “boards” at the gala.
- Assist with gala setup and gala tear-down, as scheduled.

- Assist with staffing the drive-thru auction item pick-up at the Ronald McDonald House the following day.

Requested/Optional Board Activities

Board members are requested to lend support to the Ronald McDonald House through participation in RMHC Programs, other activities, and fundraising events whenever possible, including:

1. Operational Committee Participation

Board members are requested to join **one** RMHC operational committee. Each committee will meet no more frequently than once each month with meetings scheduled over the noon hour or from 5:30 - 6:30 pm based on committee member availability. Meetings are conducted in person, if possible, or via videoconference.

Operational committees include but are not limited to the following:

- Home Improvement
- Marketing
- Nominating
- Strategic Planning

Once a Board member joins an operational committee, he/she is expected to actively and regularly participate in scheduled meetings and to lend their expertise and support for committee projects, as warranted.

2. Meal Makers Program

The Ronald McDonald House relies on a volunteer-driven Meal Makers Program to provide hot, fresh, and nutritious evening meals for guest families. Board members are requested to provide at least one meal for guest families during the calendar year, either through personal preparation in the RMHC kitchen or meal delivery from a commercial kitchen.

3. RMHC *Viva Las Vegas* Gala Drive-Thru Auction Pick-Up – Sunday, August 24, 2025

Board members are requested to assist with the drive-thru auction item pick-up at the Ronald McDonald House on Sunday, August 24, 2025. This will be held from 11:30 am - 5:00 pm.

4. Red Wednesday / Friday Chiefs Flag Sale – Date To Be Determined

Board members are requested to help sell Kansas City Chiefs Flags at a Topeka McDonald's restaurant drive-thru on Red Friday. The sale runs from 6 am - 4 pm.

5. Other Fundraisers & Events

Throughout the year, numerous small fundraisers and outreach events will be held by RMHC, individuals, and area businesses (as third-party fundraisers). Board members are requested to share provided event information with others and to attend at least one event as a volunteer or participant. These may include but are not limited to Dine-to-Donate Events and the annual Fill the Pantry Drive.

Board Member Performance

If it becomes evident that a Board member is consistently not meeting the outlined expectations, the Board President will promptly contact the member to discuss the issue and ask what is preventing him/her from meeting the expectations. The member's response will be reviewed by the Executive Committee, with a determination made to:

1. Grant an exception due to justifiable excuse and allow for a temporary leave of absence (up to three months) from the RMHC Board.
2. Request the member resign his/her position on the RMHC Board.
3. Pursue Board member dismissal as set forth in the RMHC Bylaws.

Agreement

I recognize the important responsibility I am undertaking in serving as a member of the Board of Directors of the Ronald McDonald House Charities of Northeast Kansas, and hereby pledge to carry out in a trustworthy and diligent manner the expectations outlined in this document.

Signature

Date