

KENTUCKY DERBY FESTIVAL BOARD MEMBER RESPONSIBILITIES AND OBLIGATIONS
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The strength and success of the Festival is dependent on a satisfied public. In a very real sense Board members are public trustees and, as such, they must at all times use discretion and good judgment. As the volunteer leadership of this organization, your participation is vital and necessary to the annual success of our celebration. Your responsibilities as a member of the Festival's board include but are not limited to:

- Attendance at all Board meetings. Any Active Board member, other than the Immediate Past Chair, who misses without sufficient cause, two (2) Board meetings, regular or special, may be terminated from Board membership. Attendance at the Annual Workshop and Annual Meeting
- Attendance at all special and official functions
- Purchase and wear Festival uniform at all designated Kentucky Derby Festival functions
- Serving as Executive Board Liaison, Chair and/or Assistant Chair of an event or administrative committee, if appointed
- Wearing a Pegasus Pin throughout each year's Festival
- Membership in the Kentucky Derby Festival Foundation at the Thoroughbred level or higher
- Working designated shifts at events as requested.
- All Board members are expected to be on-site at all events as they are assigned including Contract Events. At the event, the primary role of the Board member is to assist the staff member in overseeing the successful execution of the event. This includes directing committee members, thanking sponsors, greeting participants, customer service and overall hosting, as applicable at the event.
- Ensure that Festival Events are safe venues for the participants' enjoyment. Should an incident or safety concern arise, a staff member must be contacted immediately. (Please refer to the Festival Safety Manual for detailed instructions regarding our safety policy).
- Updated, approved Board Member expectations will be presented and communicated clearly at the beginning of a Board Members term of service.

Failure by any Board member to abide by any of these Responsibilities and Obligations may result in termination of Board Membership (BYLAWS, ARTICLE II, (N)).

BOARD MEMBER EXPENSES

A Directors Fee is required of all active Kentucky Derby Festival Board Members. Honorary and ex-officio Board members (including Past Chairs), do not pay the fee, but must pay for items/events in which they participate (i.e., Workshop). Ex-officio directors are required to join the Thoroughbreds and purchase 50 Pegasus Pins.

Implementation and Payment Schedule:

- The amount of the fee will be determined each year based on expected expenses (current fee = \$1,000).
- Directors will receive invoices at the beginning of the fiscal year.
- Directors can work with the KDF Director of Finance to coordinate an installment plan if needed.
- Directors may recoup some of the fee when they sell their 50 Pegasus Pins in the spring of each year.
- There will be an annual fund created to assist board members who have a financial hardship. Fifty Dollars (\$50.00) from each paid Director's Fee will go into the fund.
- The maximum Hardship Assistance awarded will be Six Hundred Dollars (\$600.00). All recipients will still be required to pay Three Hundred Dollars (\$300.00) for Pegasus Pins and the One Hundred Dollar (\$100.00) Thoroughbred fee for a total of Four Hundred Dollars (\$400.00).
- Any board member can apply for Hardship Assistance by submitting an application for funds, annually, by September 1st. An application for Hardship Assistance is available on the KDF Board portal or from members of the Hardship Assistance Review Committee. The Hardship Assistance Review Committee, consisting of the current KDF officers (Chair, Chair-elect, Vice Chair, Immediate Past Chair, Secretary, Treasurer and President /CEO) will review all applications.
- If an applicant is a current officer of KDF, they must recuse themselves from the Hardship Assistance review process for their application.

Uniform: The high visibility of the “uniform” blazer during the Festival is important in showing the public our Board member support at various official functions. The public and participating sponsors identify the blazer as an indication of support by Board members at Festival activities. It is a privilege and an honor to wear the Festival uniform.

Appendix References:

- KDF Uniform Policy

Tickets: Every Chair, Assistant Chair, Executive Board Liaison, and volunteer is required to pay for any applicable tickets to events on which they work if they wish to attend.

Official Vehicles: In the event that Festival secures a vehicle sponsor partner, members of the Board of Directors are assigned an official vehicle for use preceding and during the Festival. In the event that the Festival is provided with fewer vehicles than Board Members, Executive Board members will be assigned a vehicle with the remainder being divided among the remaining Board members.

The Festival purchases a \$500 deductible comprehensive and \$500 deductible collision insurance policy for all vehicles. The cost of this insurance, which is currently \$300 per Board member who chooses to receive a vehicle, will be billed to each Board member taking a vehicle. Each Board Member must pay this cost prior to obtaining the vehicle.

If any collision or accident should occur, regardless of fault the Board member assigned the car is responsible for the deductible. Before you receive the vehicle, you may be required to obtain personal liability insurance with minimum coverage of \$100,000 per person and \$300,000 per occurrence bodily injury, and \$50,000 property damage liability. Any damage, injuries, or other expenses of whatever nature resulting from use of the vehicle is your responsibility.

Board members must satisfy and be free of all financial obligations to Festival prior to delivery of an Official Vehicle. Complete information concerning your assigned vehicle will be mailed prior to date of delivery. Read and understand all agreements and requirements fully including conditions of delivery to you; insurance; use restriction and requirements; parking permits.

As these vehicles are donated as an in-kind sponsorship, exposure of your vehicle at all Festival events is paramount. You should be aware that there may be mandatory assignments for your particular vehicle, such as the Pegasus Parade. Refusal to allow such use of your vehicle may require its immediate return to the dealer.

Within 1st month of service (Annual Board Meeting or after full Board vote if elected mid-term) each new member of the Board of Directors will be required to sign a:

- **Code of Conduct (UNDER REVIEW BY ADMINISTRATION COMMITTEE)**
- **Conflict of Interest**
- **Confidentiality Agreement**
- **Board Members Responsibilities and Obligations document**

Annual Workshop: Our single major planning session is an annual two-day workshop usually held in early to mid-August to October. The Workshop serves as a debriefing for the prior Festival and sets the short- and long-range goals relative to finances, events, organizational structure, marketing, etc. The Annual Workshop is a mandatory event, and every Board member is expected to attend the workshop. These sessions are essential to the longevity of this organization.

The costs associated with Board Workshop which includes Workshop materials, entertainment, meeting accommodations, lodging, and meals are paid by the Kentucky Derby Festival. Personal expenses are the responsibility of each Board member attending.

Pegasus Pins: Ex-officio Board members are required to purchase a box of Pegasus Pins.. The number of pins for active Board members is included in the Directors fee. Board members may sell their pins at face value in order to recoup this expense.

I hereby affirm that:

I have received a copy of the Kentucky Derby Festival Board Member Responsibilities and Obligations. I have read and agree to abide by these requirements as a Board member in good standing. I understand failure to abide by the Responsibilities and Obligations may result in termination of Board Membership.