

Financial Responsibilities Associated with Local Board Service for College Employees

Policy/Procedure

Dickinson recognizes the importance of a strong relationship with the greater Carlisle community. To that end, the college embraces its civic responsibilities and chooses to actively engage the community through its institutional commitment to and dynamic partnerships with the community and numerous organizations. In addition to this institutional role, the college's faculty and staff are equally engaged partners with the community, volunteering their time to various efforts to include holding leadership positions on the boards and committees of many local non-profit organizations. The purpose of this policy is to provide guidance to those employees to better understand their financial responsibilities when serving on a local board while also being employed by the college.

- Employees who serve on boards as an official Dickinson representative should use their own departmental budgets to pay for one-off expenses for event attendance as members of that board. Examples of such events include member mixers, luncheons, annual dinners or receptions.
- When an organization requests a larger sponsorship such as a significant contribution to the organization or the sponsorship of a table for an event, the request should be forwarded to Melissa Keebler, assistant chief of staff in the Office of the President, for review by the Community Allocations Committee. Funds for such requests, if approved, are managed by the Office of the President.
- Should an employee be asked to make a small contribution to the organization as a board member, this becomes the employee's personal decision and responsibility.
- If an employee is serving on a local board as a member of the community, but not as an official Dickinson representative, the employee is responsible for expenses associated with being a part of the board including individual charitable contributions, event attendance, etc.

Related Information

History/Revision Information

Responsible Division/Office: President's Office

Effective Date: July 8, 2014

Last Amended Date: July 8, 2014

Next Review Date:

Also Found In: