



Corporate Advisory Board

Memorandum of Understanding (Sample / Template)

Between

The **Alpha Educational & Leadership Foundation, Inc.** (“AELF”), a Florida 501(c)(3) nonprofit corporation (EIN 59-3560158), represented by its Board Chair and/or Executive Director, and the undersigned **Corporate Advisory Board Member** (“Advisor”).

Who We Are

AELF is a 41-year-old educational and leadership foundation founded by members of Alpha Phi Alpha Fraternity, Inc. We have served more than 400 youth across the Tallahassee region and beyond through scholarships, mentorship, and leadership development.

Our Mission & Vision

Mission: To cultivate scholarship, leadership, and opportunity for young people, preparing the next generation of principled leaders.

Vision: A community where every young person has access to the mentorship, education, and networks they need to lead lives of impact.

Purpose of This Agreement

This Memorandum sets shared, good-faith expectations between AELF and the Advisor. It is **not a legal contract or fiduciary obligation** — it is a friendly framework so both parties understand the role before formally beginning service.

Role of the Advisor

- Provide strategic counsel, perspective, and professional expertise to AELF leadership.
- Open doors — introductions to potential sponsors, partners, employers, and mentors.
- Advocate publicly for AELF within your industry, civic, and community circles.
- Lend visible support to AELF’s growth, recognition, and reach.

What the Role Is Not

- **No fiduciary duty.** The Advisory Board is distinct from the AELF Board of Directors.
- **No voting or governance authority.** Advisors counsel; the Board of Directors governs.
- **No financial contribution required.** Personal or corporate giving is welcomed but never expected.

- **No legal liability** for AELF's operations, finances, or decisions.

Term & Time Commitment

Term	Two (2) years, renewable by mutual agreement.
Meetings	Four (4) quarterly advisory meetings per year (hybrid in-person / virtual).
Events	At least one (1) signature AELF event per year (e.g., Annual Banquet).
Estimated Time	Approximately 2–4 hours per quarter.

AELF's Commitment to the Advisor

- Respect your time — agendas sent in advance, meetings start and end on time.
- Public recognition in the Annual Report, Foundation Review, and on aelfoundation.org.
- Invitation to signature events including the Annual Banquet.
- A meaningful, mission-driven seat where your voice is genuinely heard.

Confidentiality & Conflicts of Interest

Advisors agree to keep sensitive AELF information confidential and to disclose any actual or perceived conflicts of interest. Either party may end the advisory relationship at any time, for any reason, with written notice.

Acknowledgment & Signatures

Advisor Name (printed): _____

Signature: _____ Date: _____

For AELF (Chair / Executive Director): _____

Signature: _____ Date: _____