Exhibit E

Board of Directors' Job Description

Three key functions of the Board of Directors:

1. Planning and policy decisions: Set Organizational direction (mission, goals and objectives). Establishes policies to guide the operation of the organization.
2. Financial Development: Responsible for funding the planning and policy decisions and for ensuring that the organization is adequately financed.
3. Monitoring and Sanctioning: Monitors the implementation of planning and policy decisions to ensure the achievement of goals and objectives; provides sanction, enthusiastic endorsement and approval of the organization to the community.

Functions of the Board

1. Formulate, approve and monitor long-range goals and objectives.
2. Formulate and adopt policies.
3. Develop financial resources for achieving goals and long-term financial development strategy.
4. Adopt and monitor the organization's operating budget, financial development plan/insurance program.
5. Insure legal and ethical integrity and maintain accountability.
6. Protect the assets of the organization.
7. Form linkages with other community organizations.
8. Share the story of the organization.

Board Member Responsibilities

1. Attend board meetings, committee meetings, orientation and special meetings.
2. Understand the organizational mission, goals and objectives, and programs.
3. Make decisions on issues, policies, goals and objectives based on careful consideration of facts and all relevant data.
4. Participate fully and openly in meetings.
5. Stay informed, ask questions, request information.
6. Provide counsel.
7. Give of time, money and expertise at a leadership level.
8. Use AmazonSmile supporting the High Alert Institute when shopping on Amazon (https://smile.amazon.com/ch/27-5078437).
9. Invite family, friends, contacts and others to use SmileAmazon supporting the High Alert Institute when shopping on Amazon (https://smile.amazon.com/ch/27-5078437).
10. Promote the GoFundMe page supporting the High Alert Institute (https://gofund.me/ec42100e).

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11. Invite family, friends, contacts and others to support the High Alert Institute via GoFundMe (https://gofund.me/ec42100e).
12. Invite others to give financial support; volunteer in annual/capital campaigns, and help open doors for philanthropic funding.
13. Recruit other policy and program volunteers.
14. Serve on at least one committee and accept special assignments as appropriate.
15. Interpret our story and advocate for the organization in the community.
16. All board members must serve on at least one committee/sub-committee.

Board Member Terms

1. Non-Founder board members serve a three-year term.
2. Founder Board Members (Maurice A. Ramirez and Allison A. Sakara) have no end of term date when they serve on the Institute Board.
3. Board member end of term dates will be adjusted in by the Chairperson of the Board such that no more than 1/3 of the board is recommitted or released in a given calendar year. Such adjustments will be made on a "first in – first out" basis.

Board Member Term Decision

I, _____ have read the Board Member Job Description above and I opt to

☐ Continue as a Board of Director for the High Alert Institute, abiding by the Institute Bylaws, the job description above and any policies, procedures, duties as promulgated by the High Alert Institute.

☐ Accept a position as a Board of Director for the High Alert Institute, abiding by the Institute Bylaws, the job description above and any policies, procedures, duties as promulgated by the High Alert Institute.

☐ I decline to continue/accept the position of Board Member for the High Alert Institute.

Signed: _____

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