

## (ORGANIZATION NAME) BOARD MEMBER AGREEMENT

*Note: these are for example only. Each organization needs to customize the agreements based on their specific structure and needs.*

As a member of the board of (ORGANIZATION NAME), I understand and agree that I am responsible, collectively with my fellow board members, for ensuring effective governance of fiscally sound programs as well as strategic direction of the organization. To that end, I understand my responsibilities require me to:

1. Understand and ensure that (ORGANIZATION NAME) reaches its mission and vision.
2. Attend regular and special board meetings and actively participate in proceedings. Meetings can be attended by conference call.
3. Be accessible, at least by phone or e-mail, to staff and other board members as needed.
4. Participate in board member orientation.
5. Contribute to the success of (ORGANIZATION NAME) based on individual talent, skill and ability.
  - Wealth: Support fundraising efforts; make an annual financial contribution according to personal means; involve friends and associates who might be prospective funders or partners
  - Work: Serve as a Board officer, chair and/or participate in at least one board committee or project, assist with events
  - Wisdom: volunteer your professional services and expertise
6. Solicit the financial, in-kind, product and/or political support of others, including employers and friends, and obtain at least one donation each year, in addition to my personal contribution.
7. Attend as many organization events and fundraisers as possible.
8. Serve as an advocate for the organization within my circles of influence — personal, business, faith, civic, etc.
9. Fulfill commitments within agreed-upon deadlines.
10. Maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, and/or organizations with which I may be involved.
11. Maintain the confidentiality of the private information of the organization, staff, clients, and other board members.
12. Understand, approve and follow (ORGANIZATION NAME) policies.
13. Be fiscally responsible for the organization by being familiar with and approving (ORGANIZATION NAME)'s budget.
14. Accept responsibility for providing oversight of the financial condition of (ORGANIZATION NAME).
15. Communicate effectively and respect the diverse opinions of others.
16. Demonstrate the duties of care, loyalty, and obedience to the organization.
  - Duty of Care: Use best judgment, actively participate
  - Duty of Loyalty: Avoid conflicts of interest, put aside personal interests for the good of the organization
  - Duty of Obedience: Stay true to the Mission, obey the law, act ethically
17. Agree that in the event, for whatever reason, I can no longer fulfill my duties and responsibilities as an (ORGANIZATION NAME) board member, I will immediately notify the board chair and make arrangements to transfer any outstanding responsibilities to other members of the board.

This revision supersedes the versions listed below, which are no longer effective:

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Date approved by Board: March 31, 2015

Review frequency: Every 3 years