



BOARD OF DIRECTORS COMMITMENT

Organization's Name: _____
("the organization")

Mission: _____

Board Member's Name: _____

I understand that my responsibilities as a board member are (samples, insert others as you deem necessary):

1. Attend and participate in ____ %/ _____ (#) of board meetings per year.
2. Review the agenda and supporting materials prior to board and committee meetings.
3. Review the annual budget, quarterly financial reports, major expenditures and annual audit paperwork.
4. Assist in planning the annual operating budget.
5. Make an annual contribution to the organization.
6. Remain informed about mission, services, and policies and promote the organization as agreed annually by the board. Serve as a promoter of the organization.
7. Serve as a voice for the organization.
8. Assist in fundraising activities and events including supporting the organization with funders and potential supporters.
9. Host at least one "friend-raising" during my tenure.
10. Provide guidance in your area of expertise as well as general operations of the organization.
11. Provide support and advice to the staff but avoid interfering in management activities.
12. Serve on a minimum of one board committee.

Board Member Code of Conduct

As a board member I understand that I have duties of care, loyalty, and obedience to the organization.

- The duty of care is the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished, and guard its financial resources.

- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the organization and to comply with the law.

As a board member I agree to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
- Participate in (1) the annual strategic planning retreat, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
- Always act for the good of the organization and represent the interests of all people served by the organization.
- Represent this organization in a positive and supportive manner at all times.
- Observe parliamentary procedures and display courteous conduct in all board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- Abide by these board operating procedures.

Board Member Skills and Participation

I am willing to serve or lend my expertise to the following committees:

(LIST THE ORGANIZATION'S COMMITTEES HERE)

Skill sets and areas of interest that I bring to the board (check all that apply):

(LIST SKILLS/AREAS OF INTEREST HERE)

I accept the above as my commitment to the board and understand my role as a board member. If I have questions, I will reach out to the board or refer to my board manual.

Signature

Date