

SAMPLE

Board Member Agreement

Each Board member of AGENCY NAME affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same regarding the expectations.

These expectations are clearly articulated during the recruitment process. We accept you as a nominee or appointee only after you have agreed to fulfill these expectations. And, by accepting nomination or appointment, you confirm that this board service is one of your top volunteer and giving commitments.

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of the organization.
2. Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
 - a. Focus on the good of AGENCY NAME, independent of personal agenda, self-interest, or the influence of others.
 - b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
 - c. Support Board decisions.
 - d. Participate in the appraisal of your own performance and the performance of the Board and its committees.
 - e. Support AGENCY NAME policies and procedures.
3. Attend at least 80% of Board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
4. Keep informed about AGENCY NAME, its issues, and its connection to the community through active participation within the organization and outreach outside the organization.
5. Help support the charitable contributions process of the organization. Specifically:
 - a. Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
 - b. Give an annual financial contribution that represents the best of your ability. If AGENCY NAME launches a special campaign, give to that, too.
 - c. Participate in fund development by taking on various tasks tailored to your comfort and skills. The Fund Development Plan and Donor Relations Checklist are attached for your review.

6. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
7. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
8. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
9. Respect the authority of the chief executive officer and staff, and adhere to the limitations of the Board, its committees and individual Board members.
10. Agree to step down from Board position if unable to fulfill these expectations.

Board Member's Signature

Date

Board Chair's Signature

Date

Executive Director's Signature

Date