

## Board Member Agreement

### Mission:

### Responsibilities of Board Member:

- Know and can effectively articulate the mission, goals, programs, and policies of ABC.
- Commit time, thought and effort to the success of ABC. This includes attending board meetings \_\_\_\_times per year.
- Attend all ABC events and community activities.
- Participate in at least one board committee and/or task force. May be asked to chair a committee.
- Participate in establishing and enforcing organizational policies.
- Accept responsibility for ABC financial accountability.
  - Read financial reports, audits and approve an annual budget.
  - Approve financial policies for investments, asset protection, check signing, board restricted accounts, etc.
- Make an annual contribution of X according to your personal ability to contribute.
- Participate in ABC fundraising activities including X.
  - Identify friends and associates who might be prospective donors, volunteers, committee members or board members.
- Participate in the hiring and annual evaluation of the ABC chief executive.
- Support and advise the chief executive as appropriate.
- Avoid discussing board discussions and business with staff members of the organization. Keep matters confidential as requested.
- Participate actively in assessing the performance, results and strategies goals and objectives of ABC.
- Participate in developing the strategic plan, strategic direction and annual workplan for ABC.
- Represent ABC in and to the community.
- Invite ABC staff to speak to groups you might belong to – professional associations, community service groups, churches, etc.
- Avoid conflicts of interests and discuss any concerns with Board Chair.
- Maintain confidentiality of all ABC board meetings.

Acknowledged and Accepted by:

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Board Member

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Date