

Sample Board Member Agreement

I, [Full Name], hereby affirm that as a member of the Board of Directors for [Organization Name], I am committed to fulfilling my legal and ethical responsibilities to the best of my abilities in alignment with the organization's goals. I am dedicated to the mission of {Organization Name} and pledge to perform my duties with integrity and diligence.

Responsibilities of the Board Member

1. **Advocacy and Representation:** I will advocate for and represent [Organization Name] in the community, acting as a spokesperson and interpreting the organization's work and values to the public.
2. **Constituency Liaison:** I will relay the needs and values of our constituencies to the organization, ensuring their interests are represented and holding the organization accountable.
3. **Meeting Attendance:** I commit to attending at least 75% of the board meetings, committee meetings, and special events to remain actively involved in governance and decision-making processes.
4. **Financial Support:** I will contribute financially to the organization annually, ensuring my donations are submitted by [Insert Date] each year without a reminder.
5. **Fundraising Participation:** I will actively engage in at least one major fundraising activity per year to support the organization's financial sustainability.
6. **Conflict of Interest:** I will disclose any conflicts of interest and recuse myself from discussions and voting when applicable.
7. **Informed Participation:** I pledge to stay informed about organizational matters, actively participate in discussions, and make informed decisions regarding policies and other critical matters.
8. **Collaboration:** I will work cooperatively with staff and fellow board members to achieve our collective goals.
9. **Accountability:** If I fail to meet these commitments, I am open to discussing my participation with the board president to reassess it.

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Responsibilities of the Organization to the Board Member

1. **Reporting:** The organization will provide me with quarterly financial reports and updates on activities without request, in compliance with the prudent person standard.
2. **Engagement Opportunities:** The organization will facilitate opportunities for me to discuss goals, programs, and organizational stats with the Executive Director and Board President.
3. **Support for Duties:** The organization will assist me in fulfilling my board duties by keeping me informed about industry issues and offering professional development opportunities.
4. **Responsiveness:** Staff and board members will respond constructively to my inquiries that are necessary for fulfilling my fiscal, legal, and moral responsibilities to the organization.
5. **Commitment Fulfillment:** If the organization fails to meet these commitments, I can request a meeting with the Board President and Executive Director to discuss the organization's responsibilities.

Signed By:

[Board Member Name Printed]

[Board Member Name Signature]

[Date]

Signed By:

[Board Chair Name Printed]

[Board Chair Name Signature]

[Date]