

## Board Policy

Policy Name: Board Commitment to Serve the Association

Approved by BOD: November 8, 2000

Effective Date: November 8, 2000

I do not have a conflict of interest in serving on the \_\_\_\_\_ Board of Directors. If a conflict arises in the future, I will alert the Board and either refrain from participating in a specific action or, if necessary, resign from the Board of Directors.

In addition, I commit to:

- Maintain mutual respect for other members of the Board of Directors and association staff;
- Maintain business confidentiality;
- Handle fiduciary responsibilities in a responsible manner;
- Properly and fairly represent association to the membership, the general public and the media and make every effort to assist association in achieving a positive public image;
- Ensure that all activities initiated on behalf of association are consistent with the mission, policies, Bylaws and/or articles of incorporation;
- Not use my relationship with association to enhance personal opportunities, to elicit favor with a special interest group, and/or receive personal gifts or compensation except when approved by the Board of Directors;
- Represent the interests of all association members and not any separate constituencies.

I understand the responsibilities of serving on the association Board of Directors. I am committed to the association mission. I will make every effort to attend all meetings of the Board of Directors and to respond in a timely fashion to all mail ballots of the Board.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

**Please return a signed copy of this form either by mail or fax to:**

**BOARD MEMBER COMMITMENT FORM**

This form will serve as a commitment form for each member of the Board of Directors outlining expectations and responsibilities for each board member. A board term is three years and individual may serve up to two consecutive terms. Please review the statements below, placing your initials beside each to confirm your agreement and sign below. This form is to be completed and returned to the office.

\_\_\_\_\_ I understand the mission, shared vision and goals, and programs and I am committed to helping our organization accomplish our shared vision.

\_\_\_\_\_ I have a sphere of influence, which will contribute to the further development of the board and committees, by identifying potential members and I will assist in the recruitment of nominees to serve in the future.

\_\_\_\_\_ I understand that I am expected to be familiar with organization’s yearlong Annual Issues Program, and will attend one session in the first year of board service, if I am not a graduate of the program.

\_\_\_\_\_ I will commit to successfully recruiting two to three program candidates per year, either within or outside of my employing organization/institution/corporation.

\_\_\_\_\_ I will make a minimum financial contribution of \$##. I will partner with the executive director to the fullest extent in identifying \$## in other contributions available to the organization, including but not limited to access to corporate or foundation contributions or in-kind contributions.

\_\_\_\_\_ I will demonstrate leadership skills and will serve in leadership positions and/or undertake special assignments enthusiastically and willingly when asked – serving on at least one committee and following through on all commitments.

\_\_\_\_\_ I support the team concept and am willing to collaborate with other Board members in the agreed upon direction of the organization. I can serve the organization in a non-partisan way.

\_\_\_\_\_ I will develop and maintain an ongoing understanding of the organization’s needs, assess the external environment and trends, and participate in strategic planning for the future.

\_\_\_\_\_ I will prepare for and participate in board and committee meetings – whether by conference call or in-person. The quarterly schedule in-person board meetings can be met with required attendance of three out of four meetings. I will regularly participate in three to four board conference calls, annually.

\_\_\_\_\_ I will help the board fulfill its fiduciary responsibility by reading and understanding the financial statements and in meeting other legal requirements.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please PRINT Name: \_\_\_\_\_

# Board Commitment Form

*(Sample)*

## As a Member of the Board of Directors, I will:

- Perform my duties so as to honor the trust of the membership that elected me.
- Comply with all applicable statutes and regulations applying to non-profit organizations and the terms of the articles of incorporation, the bylaws, and the policies adopted by the Board.
- Protect the interests of the association as determined by its Board, its mission, and prudent business practice.
- Refrain from using my position on the Board for my own personal advantage or the advantage of any special interests inside or outside of the association.
- Protect the confidentiality of private or confidential information to which I become a party as a member of the Board, i.e. member lists, financial information, public policy goals, etc.
- Refrain from asserting authority as a Board member except when participating in a meeting of the Board or as the Board delegates to me; recognizing the chair of the Board has the final authority.

## Accept my Personal Responsibility to:

- Attend the meetings of the Board and of Board committees to which I have accepted appointment.
- Review all information and materials sent to me in connection with Board business and to provide to the Board my best attention and judgment.
- Conduct myself so as to reflect credit on the association and the Board of Directors.
- Respect the integrity and abilities of my fellow Board members and strive to advance the unity and harmony of the Board, recognizing all actions, whether or not I agree, belong in one to the board and not to individuals.
- Tender my resignation from membership on the Board if I am, or become, unable to serve in accordance with the provisions of this commitment.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Member Signature