

Long Term Care OMBUDSMAN

Statement of Expectations for Board of Trustees

The following responsibilities are specific to LTCO and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of board members.

1. **Commit to the mission and goals of LTCO.**
2. **Attend meetings of the Board of Directors:** Six meetings are scheduled each year. Board members are encouraged to attend all six meetings (they are scheduled for the same months each year). Minimum attendance expected of each individual Board member is (75%).
3. **Serve on two committees and attend committee meetings:** Board members are encouraged to attend all meetings of the committees on which they serve. However, attendance at (75%) of the meetings is expected at a minimum.
4. **Prepare for meetings in advance:** LTCO commits to sending materials in advance; board members commit to reading and considering materials in advance of meetings. Materials will also be posted to the LTCO website and can be viewed or downloaded to read/print as desired.
5. **Contribute expertise and participate in strategic development of board and LTCO.**
6. **Attend LTCO special events** including Volunteer Recognition events, special project seminars, and holiday gatherings.
7. **Make a personal contribution to LTCO:** Every member of the Board of Trustees is expected to make a personally significant financial contribution on an annual basis, in addition to in-kind contributions of time and resources.
8. **Develop funding support:** Assist the LTCO board and staff in its membership development and fundraising efforts by arranging introductions, signing letters to friends and associates and otherwise opening doors to funding sources. Each board member who represents a business is asked to seek additional support at the highest possible level of sponsorship.
9. **Represent LTCO:** Be familiar with and speak in support of LTCO and allow his/her name to be used in support of LTCO's mission.
10. **Disclose any potential conflict of interest with LTCO** at the point of nomination and annually thereafter, or when new conflicts arise.
11. **Refrain from discussing or sharing confidential board business with non-board members.**

I understand that as a member of the Board of Trustees of LTCO, I will be held accountable to the expectations above on an annual basis.

Signature

Date