

# ORGANIZATION

## Statement of Expectations for Board of Directors

*The following responsibilities are specific to the Organization 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 Organization.**
2. **Attend meetings of the Board of Directors:** *(Four)* meetings are scheduled each year. Board members are encouraged to attend all *(four)* meetings (they are scheduled more than one year in advance). Minimum attendance expected of each individual Board member is *(75%)*.
3. **Serve on at least one committee and attend committee meetings:** Board members are encouraged to attend all meetings of the committees on which they serve. However, attendance at *(50%)* of the meetings is expected at a minimum.
4. **Prepare for meetings in advance:** Organization commits to sending materials in advance; board members commit to reading and considering materials in advance of meetings.
5. **Contribute expertise and participate in strategic development of board and organization.**
6. **Attend Organization special events,** including...
7. **Make a personal contribution to Organization:** Every member of the Board of Directors 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 Organization board and staff in its membership development and fund raising 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 organizational support at the highest possible level of sponsorship.
9. **Represent Organization:** Be familiar with and speak in support of Organization and allow his/her name to be used in support of Organization's mission.
10. **Disclose any potential conflict of interest with Organization.**
11. **Refrain from discussing or sharing confidential board business with non-board members.**

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

---

Signature

---

Date