

BOARD MEMBER AGREEMENT

I, _____, understand that as a member of the Board of Directors of Historic XYZ, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member, I will:

1. Understand and ensure that the organization reaches its mission and vision.
2. Know the values of the organization and use them in my decision making.
3. Interpret the organization's work and values to the community, represent the organization to the community, and act as a spokesperson and, in turn, interpret the public's needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable for these goals.
4. Attend at least 75% percent of regular and special board meetings as noted in the bylaws
5. Actively participate in committee meetings and special events, proceedings, and participate in board member orientation and trainings as scheduled.
6. Be accessible, at least by phone or email, to staff and other board members as needed.
7. Make a personal financial contribution at a level that is meaningful to me each year no later than Thanksgiving and without having to be asked.
8. Actively engage in fundraising in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good-faith agreement to do my best and to raise as much money as I can.
9. Share resources and talents with the organization, including expertise, contacts for financial support, and contacts for in-kind contributions.
10. Serve as an advocate for the organization within my circles of influence—personal, business, faith, civic, etc.
11. Fulfill all commitments within agreed-upon deadlines.
12. Maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, and/or organizations with which I may be involved.
13. Stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns as it is my duty of care to the organization.
14. Represent the organization in a positive and supportive manner.
15. Work collaboratively in good faith with staff and other board members as partners toward achievement of our goals.
16. Actively voice my opinions and concerns, and open-mindedly consider everyone else's opinions and concerns, in all board decision making. I will trust that we all share a constant passion for this organization's mission.
17. Communicate effectively and respect the diverse opinions of others.

18. Maintain the confidentiality of the private information of the organization, staff, clients, and other board members.
19. Understand and approve the organization's policies and procedures.
20. Be fiscally responsible for the organization by being familiar with and approving an annual budget and reading and understanding the financial statements, IRS 990, and financial audit if conducted.
21. Agree that in the event, for whatever reason, I can no longer fulfill my duties and responsibilities as a board member, I will immediately notify the board chair and make arrangements to transfer any outstanding responsibilities to other members of the board.

In turn, I expect the organization to be responsible to me by:

1. Providing me with regular financial reports and analyses and updates on significant organizational and personnel activities.
2. Providing me with opportunities to discuss important organizational issues with the board chair and executive director as appropriate.
3. Offering me opportunities for professional development as a board member.
4. Responding in a straightforward fashion to questions that I feel are necessary to carry out my responsibilities to this organization. Board members and staff will work with me in good faith toward achievement of our goals.

If the organization does not fulfill its commitments to me, I can call on the board chair to discuss the organization's responsibilities.

I certify by my signature that I understand the foregoing expectations that accompany my board service and will do my best to live up to them as a member of the Board of Directors.

Board Member

Date _____

Print Name