



## Sample Board Agreement

The following is a guide and, in conjunction with one of our team, you can take elements of it and adapt to the needs of your organisation. Do not use without having it checked by a professional.

As a member of the Board of Directors of \_\_\_\_\_, I agree to support the mission of the organisation. I agree to meet the following expectations regarding my duties and responsibilities:

To know and participate in approving all policies that guides the organisation, its governance, and its work

To be familiar with the organisation's priorities and initiatives, including its public policy activities and other initiatives. Along with the rest of the Board, I oversee (but am not involved in managing) the work of the organisation.

To provide active assistance in public policy activities, including making contacts with key policy makers and participating in press conferences, delivering testimony, and otherwise supporting advocacy activities, working under the supervision of staff.

To be active in monitoring the organisation's income and expenses, reviewing and approving the annual budget.

To recognise that I serve on the Board as a trustee on behalf of donors and that it is my responsibility to ensure that the organisation meets both legal and ethical standards for not-for-profit organisations.

To uphold the reputation of the organisation and as a member of the Board, I pledge to carry out my responsibilities with the highest degree of integrity, to disclose any potential conflicts of interest, and to avoid all real and perceived conflicts of interest, both financial and programmatic. As part of that responsibility, I will comply with the letter and spirit of the organisation's conflict of interest policy. I will specifically identify any potential conflicts of interest associated with public policy issue and will remove myself from discussion or voting on public policy positions and strategies about which I may have a real or perceived conflict of interest.

To respect, listen to, and treat courteously all people involved with the organisation. I recognise that the organisation exists to serve and strengthen its community and that staff, consultants, grantees, and applicants are partners with the Board in fulfilling its mission.

To commit XX to YY hours per month to the work of this Board and of the organisation, and any extra effort that may be required in relation to fundraising events or other special activities.

I understand that I am expected to attend at least XX out of the YY Board meetings each year.



## Sample Board Agreement

To serve actively on at least one standing committee and to attend committee meetings regularly, attending at least two-thirds of the scheduled committee meetings as well as special meetings as needed. If I become an Executive Committee member, I agree to attend both Executive Committee meetings and the meetings of one standing committee. Standing committees include:

**(List any standing committees here)**

I agree to participate in the following fundraising activities: **(Choose from the following)**

- A. I will make a personally significant financial contribution to the organisation each year; it is up to me to determine the amount.
- B. I will share names of prospective donors with staff responsible for fundraising and will assist in making solicitation visits and calls as part of the organisation's annual campaign.
- C. I will buy tickets to, attend, and participate in the planning and marketing of the organisation's fundraising events.
- D. I will talk about the work and achievements of the organisation with colleagues and friends.
- E. I will carry out other resource development activities consistent with my own skills and contacts and the needs of the organisation.
- F. I agree to represent the organisation at outside meetings or events important to the organisation at least once every X month. Specific assignments will be determined at the Board or committee level.

In turn, the organisation is responsible to me in the following ways:

I will receive quarterly financial reports regularly, without having to request them, and will receive a draft annual budget for review prior to the meeting at which it is discussed and approved.

I can call on the Executive Director [or other specified staff] and/or Board Chair to discuss the research, public policy priorities, other initiatives, policies, and operations of the organisation. They will provide information willingly and answer any questions thoroughly.

Other Board members and appropriate staff will respond in a straightforward and thorough fashion to questions I need answered so that I can carry out my fiscal, legal, and moral responsibilities to the organisation.



## Sample Board Agreement

I will be kept informed about the progress and problems of the organisation, and will receive accurate, complete, and timely information about any issues or problems that may have major impact upon the organisation, its staff, or Board.

The organisation will maintain Directors and Officers insurance to limit my legal liability, and the Executive Director will maintain appropriate financial, personnel, and other management systems and procedures to minimise the possibility of legal or financial challenges.

**Signed by:**

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Board Member

Board Chair