

Board Member Contract

Example

Name: _____

Dates of Term: _____

As a member of the Board of Directors of _____, I have the responsibility to protect and further the mission and vision of the organization. I accept the mission of the organization and will act as its agent in carrying out the goals of the organization.

I understand that my duties and responsibilities include:

- Each year I will give a financial contribution to the organization that is meaningful to myself and the organization.
- I will actively participate and engage in fundraising for this organization. This includes participating in individual solicitation, special events, writing mail appeals, etc.
- I will attend ___% of board meetings each year and be available according to my schedule for consultation at other times.
- I am responsible to protect and promote the mission and vision of this organization and will do all in my power to further the goals of the organization.
- It is my duty to actively participate in board meetings, bring important issues to the table, and help approve the annual budget.
- I will fundraise to meet the fiscal goals of the organization.
- I will hold the organization accountable for meeting the needs of our beneficiaries and implementing programs that match the organization's mission.
- I will excuse myself from conversations and votes where I have a conflict of interest.
- I will work in good faith with staff and other board members as partners toward achievement of our goals.

If I do not fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.

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

- The Executive Director and Board President will schedule regular board meetings and create an agenda.
- I will be sent quarterly financial reports and updates on organizational activities and programs.
- The organization will keep me informed about opportunities for me to help with fundraising events and programs in the organization.
- Board members and staff will speak openly about issues confronting the organization so we can stay informed as a united organization.

If the organization does not fulfill the responsibilities it has to me, I can call the Board President and Executive Director to discuss the organization's responsibilities.

Board Member Signature

Organization Executive

Date