

# BOARD SERVICE AGREEMENT

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## Board Director Agreement

I understand that as a Board of Director of \_\_\_\_\_, a nonprofit charitable organization, I have the legal responsibility to act on behalf of the public trust in making sound governance decisions. My responsibilities include being fully informed, complying with legal statutes and organizational policies, providing financial oversight, attracting resources and setting the organization's strategic direction.

### **My commitment to \_\_\_\_\_ (the organization)**

I will commit my skills, knowledge, time and talents to provide sound governance.

I will adhere to the organization's policies and ethical performance standards, and will excuse myself from discussing and voting on issues when there is any real or perceived conflict of interest. I will not use information obtained as a Board Director or committee member for personal gain and will always make decisions in the best interest of the organization.

I will make an annual financial contribution to the best of my ability and participate in at least four fundraising activities of the organization. *(listed on following page)*

I will enthusiastically represent the organization in the community, and use my connections to bring new volunteers, funders and leaders to the organization.

I will use appropriate channels of communication when interacting with staff and committees.

I will serve actively on at least one committee of the board.

I will actively participate in \_\_\_ (check your bylaws) of scheduled Board meetings, stay informed of the organization's operations and programs, and contribute to discussions, issues and decisions by the Board. I will respect and maintain all confidential information.

I will treat my board director colleagues with respect and courtesy in all situations, particularly when there are differences of opinion. After making my best efforts in board discussions to advocate a minority opinion, I will respect decisions made by the Board, and support them publicly.

### **The Organization's commitment to Board Directors**

1. Each director of the board will be provided a thorough orientation, a complete and up-to-date board manual and will be assigned a mentor to assist with assimilation into the organization.
2. Each board director will receive timely and appropriate financial, operations and program information as necessary to make prudent decisions and fulfill the duties of the position.
3. All board directors will have the opportunity to participate in open and candid discussions when making board and committee decisions.
4. Directors of the board will be provided information on current developments in the field and opportunities for ongoing training and leadership development.

# Board Director Financial Commitment

Each board director brings unique skills and resources to the organization, and there are various ways to meet the financial commitment of board service. Our organization can't fulfill its purpose effectively without money, so it is important that every board director take an active role in ensuring \_\_\_\_\_'s financial vitality. Board directors are asked to use their influence to leverage resources from community sources, and to engage in specific activities to raise program funds on behalf of the organization. We ask each director of the board to make a commitment to actively participate in four or more fund development activities. Indicate your commitment from the list of items below.

## Special Events

- \_\_\_\_\_ (Insert your organization's special event)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Purchase and fill a table of 10 *(personal or corporate)*
- Serve on event planning committee
- Secure at least one corporate sponsor
- Additional special event TBD *(assist with planning and hosting)*
- Host a fundraising or cultivation event *(coffee, meeting, cocktail reception, small dinner party, etc.)*

## Outreach, Retention and Solicitation

- Write a fundraising letter and send it to 12 friends or relatives
- Personalize direct-mail solicitations to community members
- Participate in a phone-a-thon to call current or lapsed donors
- Make "thank you" telephone calls to community donors
- Make a personal contribution at the \_\_\_\_\_ level (\$\_\_\_\_\_+)
- Leverage your personal financial commitment by issuing a "challenge" or "matching" grant
- Include \_\_\_\_\_ in your estate plans
- Assist with fundraising outreach to initiate a relationship with the following foundations, corporations, individuals: (list at least 4 prospects)
- Accompany fundraising staff on \_\_\_ outreach /fundraising meetings
- Other \_\_\_\_\_

*We agree to the duties and obligations of each party as stated above and commit to working in partnership to achieve the goals and mission of the organization.*

\_\_\_\_\_/\_\_\_\_\_  
Board Director/Date

\_\_\_\_\_/\_\_\_\_\_  
Board Chair / Date