

# Board Member Responsibilities Agreement Form

## RESPONSIBILITIES OF THE {Insert NAME OF ORGANIZATION} BOARD OF DIRECTORS

### BOARD DUTIES

- Establish policies for the organization.
- Approve, review and monitor committee work plans and progress.
- Participate in fund-raising activities.
- Represent NAME OF ORGANIZATION goals and activities in the community.

### BOARD ATTENDANCE

Any Director who is absent from four (4) properly called meetings without just cause or without giving prior notice to the President or Executive Director for such absence, may be removed as a member of the Board of Directors by a vote of the majority of the Directors.

### TIME COMMITMENT

- Three year term or filling an unexpired term.
- Attend one board meeting per month.
- Attend one work group meeting per month.
- Attend a long-range, strategic goal planning retreat once a year.
- Perform task assignments as required.
- Time as necessary for special events, fund-raising etc.
- Officers attend Executive Committee meetings as required.

### SERVING ON A WORK GROUP

All Board members are expected to serve on one NAME OF ORGANIZATION work group. This allows you, as a Board member, to understand the needs and issues of that committee and the organization as a whole. Officers serve on the Executive Committee but may serve on another committee if they wish.

As a Board Member, I agree to undertake the responsibilities outlined above. I understand my role and acknowledge the importance of NAME OF ORGANIZATION in our community. If, for any extended period in my term, time should prohibit me from carrying out my duties as an active Board Member, I shall, inform the Board President and ask to be relieved of my position.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date