

# ORGANIZATION

## Sample Statement of Expectations for Board of Directors

*The following responsibilities are specific to the Organization and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of board members.*

1. **Commit to the mission and goals of the Organization.**
2. **Attend meetings of the Board of Directors:** X meetings are scheduled each year. Board members are encouraged to attend all x meetings (they are scheduled a year in advance). Minimum attendance expected of each individual Board member is X%.
3. **Serve on at least one committee and attend committee meetings:** Board members are encouraged to attend all meetings of the committees on which they serve. However, attendance at 50% of the meetings is expected at a minimum.
4. **Prepare for meetings in advance:** The Organization commits to sending materials in advance; board members commit to reading and considering materials in advance of meetings.
5. **Contribute expertise and participate in strategic development of board and organization.**
6. **Attend the Organization's special events, including...**
7. **Make a personal contribution to the Organization:** Every member of the Board of Directors is expected to make a personally significant financial contribution on an annual basis, in addition to in-kind contributions of time and resources.
8. **Develop funding support:** Assist the Organization board and staff in its fund development efforts by arranging introductions, signing letters to friends and associates and otherwise opening doors to funding sources. Each board member who represents a business is asked to seek organizational support at the highest possible level of sponsorship.
9. **Represent the Organization:** Be familiar with and speak in support of the Organization and allow his/her name to be used in support of its mission.
10. **Disclose any potential conflict of interest with the Organization.**
11. **Refrain from discussing or sharing confidential board business with non-board members.**

*I understand that as a member of the Board of Directors of the Organization, I will be held accountable to the expectations above on an annual basis.*

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Signature

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Date