

## *Sample Board Member Contract*

As a member of the Board of Directors of \_\_\_\_\_, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of the organization and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently. I understand my duties to include:

1. Legal, fiscal and moral responsibility, along with my fellow board members, for the well-being of this organization. As such, it is my responsibility to:
  - Be familiar with our budget and take an active part in the budget planning process.
  - Know and approve all policies and programs and oversee their implementation.
  - Take responsibility for making decisions on organization issues and board matters.
  - Interpret the organization's work and values to the community, represent the organization and and serve as a spokesperson.
  - Keep up-to-date on the business of the organization.
  - Excuse myself from discussions, decisions and votes where I may have a conflict of interest.
2. Attendance at \_\_\_ board meetings per year. Should I be unable to attend a meeting, I will, if needed, be available for telephone consultation. Additionally, I will serve on at least one board committee.
3. An annual personal financial contribution to the organization. This may be given as a one time donation each year or in mutually agreed to installments during the course of the year. I will personally donate \_\_\_\_\_ per year (if the organization has an amount) or an amount that I consider generous (if the organization does not specify an amount).
4. Active participation in one or more fundraising activities. This may include individual and/or special event solicitation or direct mail appeals.
5. Working in good faith with my fellow board members and staff toward the achievement of the organization's goals.

Should I fail to fulfill these commitments to the organization, I understand that the Board President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Board of Directors.

As a board member, I understand that the organization will be responsible to me in the following ways:

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the “prudent person” standards of the law. Further, I expect that I will have information about programs and policies, goals and objectives as appropriate.
2. Opportunities will be provided for me to discuss with the Executive Director and the Board President the organization’s programs, goals, activities and status.
3. It is expected that board members and the Executive Director will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization.
4. Board members and the Executive Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I may call upon the Board President and Executive Director to discuss the organization’s responsibilities to me.
6. The organization will carry directors and officers’ liability insurance.

\_\_\_\_\_  
Print Name - Board of Directors Member

\_\_\_\_\_  
Signature – Board of Directors Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name - Board of Directors President

\_\_\_\_\_  
Signature – Board of Directors President

\_\_\_\_\_  
Date

*Adapted from: “Recruiting Better Board Members”, by Kim Klein, published in the Grassroots Fundraising Journal (no publication date) and Greenlights For Nonprofit Success, [www.greenlights.org](http://www.greenlights.org)*

