

Example

Board Member Expectation Statement

General Expectations

- 1) Support the Foundation's mission, purposes, goals, policies, and programs, while knowing its strengths and needs.
- 2) Suggest possible nominees to the board who are men or women of achievement who can make significant contributions to the work of the board and the progress of the Foundation.
- 3) Serve actively on committees as requested by the President.
- 4) Provide input and feedback to the President on the performance of staff members.
- 5) Attend activities and events sponsored by the Foundation whenever possible.

Meetings

- 1) Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- 2) Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
- 3) Maintain confidentiality of the board's executive sessions, and speak for the board or the Foundation only when authorized to do so.
- 4) Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

Avoiding Conflicts

- 1) Serve the Foundation as a whole rather than any special interest group or constituency.
- 2) Avoid even the appearance of a conflict of interest that might embarrass the board or the Foundation, and disclose any possible conflicts to the board in a timely fashion.
- 3) Never accept (or offer) favors or gifts from (or to) anyone who does business with the Foundation.

Fiduciary Responsibility

- 1) Exercise prudence with the board in the control and transfer of funds.
- 2) Faithfully read and understand the Foundation's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fund Raising

- 1) Make an annual gift to the Foundation according to personal means, but no less than the minimum amount established by the board for its members, and with the realization of the leadership role the board must play in fund development.
- 2) Assist the Foundation by implementing fund raising strategies through personal influence with others.
- 3) Participate actively in all Foundation fund raising special events, programs, and activities.