

[Organization Name here]

**BOARD OF DIRECTORS
BOARD MEMBER JOB DESCRIPTION AND SERVICE PLEDGE**

[Mission Statement here]

I, _____, recognize the important roles and responsibilities that I am undertaking in serving as a member of the Board of Directors of the [Name]. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as Board member:

- ✓ To support [Name]'s mission, goals and policies, and act in [Name]'s best interests.
- ✓ To attend and actively participate in Board meetings.
 - ▶ To be on time.
 - ▶ To be prepared, including having read the agenda and materials prior to the meeting.
- ✓ To join and actively participate in at least one committee each year.
 - ▶ To attend committee meetings and take on tasks as needed or requested.
- ✓ To make an annual financial contribution to support [Name]'s work.
 - ▶ Of a stretching amount appropriate to one's capabilities.
 - ▶ The amount will be kept confidential.
- ✓ To actively participate in fund development activities (fund raising).
 - ▶ To coordinate with the [Board Resource Development Committee/other] and staff leadership to determine how best to offer assistance in this area.
- ✓ To volunteer skills, experience, and contacts in service to [Name]'s goals and needs.
- ✓ To represent [Name] in a positive and supportive manner at all times and in all places. To seek the involvement and interest of the community in [Name]'s programs and activities.
- ✓ To respect the perspectives and contributions of fellow Board members and staff, and to set aside my personal interests in Board discussions and votes.

Signed:

Date:
