



Sample Board Member Agreement #2

BOARD STATEMENT OF UNDERSTANDING

As a board member of XYZ, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
2. I am legally responsible, along with other board members, for this organization. I am responsible to know and oversee the implementation of policies and programs.
3. I accept the bylaws and operating principles manual and understand that I am morally responsible for the health and well-being of this organization.
4. I will give what is for me a substantial financial donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
5. I will actively engage in fundraising for this organization in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good-faith agreement to do my best and to raise as much money as I can.
6. I will actively promote XYZ, encourage and support its staff, and work in concert with the steering council.
7. I will attend board meetings, be available for phone consultation, and serve on at least one XYZ committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
8. In signing this document, I understand that no quotas are being set, and that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Signed _____ Date _____

Excerpted from *The Nonprofit Policy Sampler, Second Edition* by Barbara Lawrence and Outi Flynn, a publication of BoardSource, formerly the National Center for Nonprofit Boards. For more information about BoardSource, call 800-883-6262 or visit www.boardsource.org. BoardSource © 2006.

Ensure Adequate Financial Resources


The board ensures that the organization has the adequate resources to remain financially viable.

The full board participates in various ways:

- Board members can contribute financially
- Board members can help develop a fundraising plan
- Board members can support the chief executive's solicitation efforts
- Board members can solicit
- Other

Fundraising Roles Checklist

- Contact 5 to 10 prospects personally by phone
- Send a letter to prospects in your community
- Call donors to thank them for their gifts
- Drop a personal note to lapsed donors
- Identify prospects for cultivation events
- Donate to the best of your ability
- Identify and recruit future board members
- Speak frequently about your organization and its programs and purpose
- Accompany staff on solicitation/cultivation visits
- Provide names and addresses for direct mail campaigns
- Identify potential corporate donors

 For more information on ensuring adequate financial resources, see *Fundraising Responsibilities of Nonprofit Boards* and *Fearless Fundraising*, both published by BoardSource.