

**[Organization Name]**

Board Member's Name: \_\_\_\_\_

**Board Member Agreement**

Date: \_\_\_\_\_

This [organization name's] board member agreement helps to ensure that everyone on the board of directors is clear on his or her responsibilities.

I, [board member name], understand that as a member of the Board of Directors of [organization name], have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, which is generally to [save companion animals in specific geographic areas OR insert actual mission statement], and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will communicate the organization's work and values with the community, represent the organization, and act as an ambassador.
2. I will attend at least 75% of board meetings, as well as 75% of all committee meetings, and major fundraising events.
3. Each year, I will make a personal financial contribution at a level that is meaningful to me. I understand that this is a minimum commitment of [dollar amount] annually.
4. I will actively participate in fundraising activities and help to raise at least [dollar amount] annually.
5. I will act in the best interests of the organization, and I will recuse myself from discussions and votes where I have a conflict of interest.
6. I will stay engaged and informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
7. I will work in good faith with staff leadership and other board members as partners toward achievement of our goals.
8. I understand board members' authority rests in the collective action of the board.
9. I understand that I serve on a voluntary basis and will not be compensated for my service, transportation, or other costs associated with serving on the board.
10. If I don't fulfill these commitments to the organization, I will expect the board president to discuss my responsibilities with me. I understand that if I am unable to live up to these responsibilities, I will not be able to remain on the board.

In turn, 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.
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's goals, programs, activities, and status; additionally, I can request such opportunities.

3. The organization will help me perform my duties by keeping me informed about issues and best practices in the industry/field of animal sheltering.
4. Board members and staff leadership will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff leadership will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities.

Board Member signature: \_\_\_\_\_

Board of Directors President signature: \_\_\_\_\_

(Note: The board president should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board secretary and keep the other for reference.)