



## 2020 Board of Directors Agreement Form

(Version 1/2019 – 2 pages)

I, \_\_\_\_\_ understand that as a board member of the AFP – Aloha Chapter Board of Directors, I have a legal and moral responsibility to ensure that the Aloha Chapter does the best work possible in pursuit of its mission and strategic plan.

*As part of my responsibilities as a board member, I agree to:*

1. Believe in the purpose and the mission of this organization and act responsibly and prudently as a steward of this chapter, while respecting and treating with dignity others on this board who have diverse personal backgrounds and beliefs.
2. Positively interpret the chapter's work and values to the community, represent the chapter and act as an advocate for ethical fundraising and the chapter.
3. Prepare for and attend at least 75% of the board meetings each calendar year (in person or on the phone) and provide written notice in advance when unable to attend a board meeting to the chapter administrator and board president.
4. Actively participate on at least one board committee and one NPD committee with the intention to take a leadership role in the next year.
5. Attend at least two education or networking events and act in the AFP ambassador role at these events.
6. Participate, in addition to my NPD committee role, in NPD activities by nominating awardees, attending the annual education conference, attending the NPD awards banquet, and volunteering on the event day.
7. Make a personal financial contribution to the AFP Be The Cause Annual Campaign, to the best of my ability, by May 10, 2020.
8. Participate in the formal chapter solicitation process regarding cash or in-kind contributions and sponsorship cultivation, individually or as assigned and actively forward opportunities to the resource development committee.
9. Secure at least one new AFP Aloha Chapter member in 2020.
10. Recuse myself from discussions and votes where I have a conflict of interest.
11. Stay informed about chapter news, events and issues. Ask questions and request information when needed. Participate in and take responsibility for making decisions on issues, policies and other board matters.

12. If at any time I am unable to fulfill duties and responsibilities as a board member, discuss this with the board president to determine appropriate action that may include reassigning work load or resigning from the board.

*In turn, the organization will be responsible to me in several ways:*

1. I will be sent financial and other reports prior to board meetings so that I can review, be informed and prepared to discuss.
2. I will receive board member orientation and ongoing education to support my understanding of the history of the organization, strategic directives, and important relationships that support the mission.
3. I will be provided with the information and resources to fulfill my board responsibilities.
4. If the chapter does not fulfill its commitments to me as a board member, I can call on the board president to discuss ways to rectify the situation.
5. The board president will be aware of and manage as best as possible the following additional concerns that I have as I serve my volunteer term on the board:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President