

## INDIVIDUAL BOARD MEMBER EXPECTATIONS

### General Expectations:

- Know the organization's mission, purposes, goals, policies, programs, services, strengths and needs
- Be ambassadors for the organization
- Suggest nominees for new board members
- Participate actively on committees or task forces
- Serve in leadership positions or undertake special assignments willingly when asked
- Follow trends in the organization's field of interest
- Avoid prejudiced judgments on the basis of information received from individual staff members. Urge those with grievances to follow established policies and procedures through their supervisors.
- Speak on behalf of the board, per organizational protocol, when asked to do so by authorized persons

### Meetings:

- Prepare for and participate in board and committee meetings, and other organizational activities
- Ask timely and substantive questions
- Maintain confidentiality of the board's executive sessions
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy related matters are addressed

### Relationship with staff:

- Counsel the Executive Director as appropriate and offer support
- Avoid asking for special favors of the staff, without prior consultation with the Executive Director, Board President or Committee Chairperson

### Avoid conflict:

- Serve the organization as a whole, rather than special interest groups
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely fashion
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate
- Never accept or offer favors or gifts from or to anyone who does business with the organization

### Financial oversight responsibility:

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

### Fundraising:

- Give an annual gift according to personal means
- Assist the development committee and staff by implementing fund raising strategies through personal influence with others (corporations, foundations, individuals)