

## **Northwest Neighborhoods CDC Board of Directors Agreement**

I, \_\_\_\_\_, understand that as a member of the Board of Directors of Northwest Neighborhoods CDC (NNCDC), I have a legal responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the public mission of the organization and will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

- I will attend at least four out of six bi-monthly board meetings and be in attendance for at least 75% of each meeting. I will actively participate and engage in committee meetings. If I cannot attend I will notify the board president or committee chair or staff in advance.
- I will actively participate on at least one board committee or serve in an authorized NNCCDC liaison position.
- I will support NNCCDC's fundraising activities including the annual benefit and I will maintain membership in NNCCDC.
- I will participate in NNCCDC's community events including the annual meeting, the benefit, ground breaking and ribbon cuttings.
- I will act as a spokesperson and ambassador for NNCCDC to the community.
- I will work in good faith with staff and other board members as partners toward the achievement of the mission of NNCCDC.
- I will respond to e-mails, phone calls and written correspondence from staff and other board members in a timely fashion and will commit to reviewing all reports and information provided to me via these vehicles. I will arrive at meetings informed and ready for discussion of issues.
- I will act in the best interest of NNCCDC, disclose any potential conflicts of interest and adhere to NNCCDC's policy regarding such, and will excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what is going on in the organization. I will ask questions and request information in order to participate in and take responsibility for making decisions on issues and policies.
- By signing this document, I commit to the above. If I don't fulfill these commitments, I can expect the Board president to call me to discuss my responsibilities and performance as a board member.

In turn, NNCDC will be responsible to me in several ways. I can expect:

- The organization will use my time and resources prudently.
- The organization will carry Directors and Officers coverage at all times.
- That I will be provided, without request, quarterly financial reports and an update of organizational activities that allow me to meet the “prudent person” section of the law.
- Opportunities to discuss with the executive director and board president the organization’s programs, goals, activities, and status; additionally I can request such opportunities.
- Help in performing my duties by keeping me informed about issues and trends in the industry, and by offering opportunities for professional development as a board member, such as a new board member orientation and other educational programs related to fund raising, programs and services, and governance.
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiduciary responsibilities to this organization and that we will work in good faith towards achievement of our goals.
- That I will be kept informed of issues and challenges in a timely basis.
- If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss these responsibilities.

Signed:

Date:

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Board Member

Signed:

Date:

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Board President

Board Term Start:

Board Term End: