

# South Bay Community Center, Inc.

## Board Member Contract

As a member of the Board of Directors of South Bay Community Center, Inc., I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of the organization and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently. I understand my duties to include:

1. Legal, fiscal, and moral responsibility, along with my fellow board members, for the well-being of this organization. As such, it is my responsibility to:

- Be familiar with our budget and take an active part in the budget planning process.
- Know and approve all policies and programs and oversee their implementation and offer corrective feedback when appropriate for the betterment of the programs and policies.
- Take responsibility for making decisions on organization issues and board matters.
- Interpret the organization's work and values to the community, represent the organization and serve as a spokesperson in a positive and supportive way and convey community concerns to the board in a way that allows for constructive discussion and resolution of those concerns as needed.
- Keep up to date on the business of the organization and work to ensure the most efficient and ethical function of the board and the business.
- Excuse myself from discussions, decisions, and votes where I may have a conflict of interest.
- Act in accordance with the Board Members Code of Ethics.

2. Attendance at 12 board meetings per year. Should I be unable to attend a meeting, I will, notify the Executive Committee 72 hours in advance of the meeting, if possible, so the board may know in advance if it will have enough members for a quorum. Additionally, I will serve on at least one board committee.

3. Active participation in one or more fundraising activities. This may include individual and/or special event solicitation or direct mail appeals.

4. Working in good faith with my fellow board members and staff toward the achievement of the organization's goals.

Should I fail to fulfill these commitments to the organization, I understand that the Board President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Board of Directors.

As a board member, I understand that the organization will be responsible to me in the following ways:

1. I will be sent, without request, monthly financial reports and an update of organizational activities that allow me to meet the “prudent person” standards of the law. Further, I expect that I will have information about programs and policies, goals, and objectives as appropriate.
2. Opportunities will be provided for me to discuss with the Executive Director/Office Manager and the Executive Committee the organization’s programs, goals, activities, and status.
3. It is expected that board members and the Executive Director/Office Manager will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the organization.
4. Board members and the Executive Director/Office Manager will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I may call upon the Board President and Executive Director to discuss the organization’s responsibilities to me.
6. Concerns about the functioning of the Board or the organization may be brought to a member of the Executive committee in confidence and, if there is evidence to so support those concerns, it is reasonable for me to expect the support of the Executive Committee in remedying those concerns in a reasonable timeframe after the Board has identified an appropriate solution.
7. The organization will carry directors’ and officers’ liability insurance.

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Print Name - Board of Directors Member

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Signature – Board of Directors Member Date

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Print Name - Board of Directors President

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Signature – Board of Directors President Date