

Commitment to Serve Board of Directors

Recognizing the importance of the responsibility I am undertaking in serving as a member of the Board of Directors of CHAPTER NAME and having reviewed the CHAPTER NAME Board Member Job Description, I do hereby declare and affirm my ability and willingness to assume the responsibilities of a Board member as summarized below.

1. Policy and Administration:

- To secure, safeguard, and judiciously manage all funds
- To establish/support programs/services adequate to meet the organization's stated mission
- To define the future goals/plans for the organization
- To hire and evaluate the Executive Director
- To support the purposes and objectives of the organization
- To be familiar with the organization's programs/services, bylaws and the Board's legal responsibility as the corporation's governing body
- To promote the decisions of the Board
- To review and approve annual budget and annual independent audit

2. Attendance and Participation:

- To contribute skills, expertise, and knowledge to the board and assigned Committees
- To identify prospective Board members and submit candidates to the Board Development Committee
- To authorize CHAPTER to conduct Criminal/CPS background check upon nomination to the Board
- To attend Board orientation, to be conducted prior to the 1st Board meeting of the year
- To attend Board trainings and to provide input regarding training needs of the Board
- To regularly attend quarterly/monthly Board meetings.
- To actively serve on a minimum of one Board Committee
- To fully participate in Committee meetings – in-person sessions and conference calls
- To participate on any ad-hoc committees as needed
- To willingly serve in an officer or leadership position when needed
- To attend CHAPTER events including, but not limited to Annual Conference, Annual Membership Meeting, Capitol Day, Special Events, etc.

3. Fundraising and Public Relations:

- To personally make a financial contribution to the organization each year
- To actively participate in all CHAPTER Board-approved fundraising venues including, but not limited to:
 - Annual Appeal: Submit the names and addresses of XX or more individuals to whom you are willing to send solicitation letters as part of the annual Individual Donor Appeal
 - Corporate Appeal: Submit corporate and business contact names and information and soliciting support from those entities
 - Sponsorships: Solicitation of sponsors for the Annual Conference, Capitol Day and/or other appropriate events and services.
- To actively assist the organization in its fundraising activities and make appropriate contacts on behalf of the organization with businesses, foundations and agencies
- To represent the organization in the communities in which Board members live and work.

Reassurances:

In return, I understand that Board members can expect the following from the organization:

1. Annual external audit report
2. Quarterly/Monthly financial and investment reports
3. Board member liability insurance coverage
4. Quarterly program/operations reports
5. Appropriate written materials prior to meetings to assist board members in decision making
6. Support and direction from the organization's staff
7. Training as needed or requested
8. Reimbursement for basic expenses incurred in Board member travel and lodging when attending meetings if requested*

* An additional way board members can assist the organization is by incurring your own travel expenses or requesting your employer to incur travel expenses.

Rewards:

Helping to protect and provide for child abuse victims and their families across the state of NAME.

If, for any reason, I find myself unable to carry out the above duties as best I can, I agree to discuss the situation with the Board President and, if deemed appropriate, resign my position as a board member/officer.

Board Member Signature

Date