

Board Member Agreement

Year

The sustainability and success of <Org Name> depends upon a committed, informed, engaged, strategic, diverse, and high-functioning board. The <Org Name> Board asks all board members to affirm their personal commitment to the following responsibilities:

I will support the mission and vision of <Org Name>.

- Clearly understand and embrace <Org Name>' mission, vision, and strategy
- Understand academic performance across the organization
- Review relevant data, ask appropriate questions, and monitor progress towards ambitious goals for students regularly

I will support the CEO and hold her, and this board, accountable for <Org Name>' success.

- Partner with the CEO in developing an annual set of goals and a plan to achieve those goals, consistent with and in support of the mission
- Develop board goals and monitor progress towards those goals regularly
- Maintain an updated job description for the CEO, and encourage her to develop a succession plan that involves building a strong leadership team and talent pipeline
- Provide regular, direct, substantive feedback to the CEO, offering guidance and support readily and regularly, and acting as a governing body that does not act as management
- Conduct a professional, transparent, substantive annual performance review of the CEO that is based on her goals, the goals of <Org Name>' strategic plan, and a self-evaluation
- Obtain input from the CEO's direct reports and key external stakeholders, not to be used in an evaluative capacity, but to ensure that she has the opportunity to receive relevant and helpful feedback
- Hold myself and the entire <Org Name> Board accountable; readily own any failure to live up to these expectations, and respectfully note when board colleagues might need to do so

I commit to and use the highest ethical standard in serving as a board member of <Org Name>.

- Understand and comply with the board bylaws, conflict of interest policy, and other board policies

- Ensure the legal and ethical integrity of <Org Name> and its board, in compliance with the requirements of the law, professional ethics, and professional and organizational norms

I will exercise strict financial, operational, and academic oversight.

- Regularly review relevant data, ask responsible questions, follow up with ongoing issues, note improvement and success, and track progress towards goals
- Ensure an annual audit of the schools' financial records is completed and review audit results
- Conduct an annual audit of the schools' financial records

I commit to participating actively in the work of the board, and helping ensure that <Org Name> has the high-functioning, diverse, engaged board it needs to succeed.

- Proactively take on substantive work that will help the board achieve its goals
- Serve on at least one committee and attended meetings to achieve committee goals
- Complete all tasks I agree to take on
- Communicate regularly with board colleagues and <Org Name> staff, answer emails within 1-2 days, keep communications direct and succinct
- Attend all board meetings, missing a maximum of one meeting annually, understanding having all members present to discuss and act on the business of <Org Name> is core to board service.
 - a. If I am unable to attend a board meeting, I will inform the board chair and CEO a minimum of 24 hours prior to the meeting
 - b. After three consecutive board meeting absences, even if I have informed the Chair and CEO, it will be assumed I have resigned my seat
 - c. Come to board meetings prepared, having read materials sent in advance
- Attend the annual board retreat
- Be on time for board and committee meetings
- Allocate an average of 8-10 hours/month to <Org Name> board work

I commit to ensuring that <Org Name> has the resources it needs to achieve its goals and execute its strategy by participating actively and to my full capacity in fundraising and friendraising efforts.

- Commit to making <Org Name> among my most significant annual philanthropic contributions and, if possible, increasing my giving level each year, acknowledging the increased fundraising lift facing the organization in order to achieve its ambitious goals

- Make connections/introductions to external parties/stakeholders for <Org Name> towards specified goals/outcomes each year
- Speak routinely and positively in as many different contexts and settings as possible about my connection to <Org Name> and my support for its mission

Preferred Committee

Identify up to three committees on which you would like to serve, listing your most preferred as Committee Preference 1, your second preference as Committee Preference 2 and so on.

2021-2022 Committees: 1. Academic, 2. Development, 3. Finance, 4. CEO Evaluation & Governance

Committee Preference 1:	Rationale:
Committee Preference 2:	Rationale:
Committee Preference 3:	Rationale:

Goals:

Identify 3 to 5 goals you will be responsible for. This may include facilitating connections, introductions to external parties, or resources you can offer or have offered through another entity. In the right column, outline the expected result of each goal.

Goal:	Expected Outcome:

Annual Giving & Estimated Date of Receipt

Note the specific amount you will personally give to <Org Name> this year along with the date <Org Name> should expect your contribution.

Amount:	Expected Receipt:
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Notes:

Printed Name _____

Signature _____ **Date** _____