Sample Board Member Agreement

The \_\_\_\_\_\_\_\_\_\_\_ Board of Directors

I, \_\_\_\_\_\_\_\_\_\_\_\_ understand that as a member of the Board of Directors of the \_\_\_\_\_\_\_\_\_\_ Charter School, I have a legal, ethical, and fiduciary responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I have read, understand, and am willing to comply with the Board of Trustees’ Job Description and the Individual Performance Expectations that outline my responsibilities to the Board. If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.
2. I will act as an ambassador for the organization and represent the organization’s work and values to the greater community in which we serve.
3. I will act as a steward of the public trust, accepting my fiduciary responsibilities, and exercising reasonable care in all decision-making to avoid placing the organization under unnecessary risk.
4. I will attend at least \_\_\_ meetings each year, attend the Annual Meeting and/or Retreat.
5. I will fulfill all training obligations per state law and board policy.
6. I will come to board meetings prepared to participate, having read the packet ahead of time.
7. I will excuse myself from discussions and votes where I have a conflict of interest.
8. I will actively serve on a board committee, and support special projects of the board, using my talents and expertise.
9. I will assist with fundraising efforts and make an annual contribution to the best of my ability.
10. I will stay informed about what’s going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.

If I am unable to fulfill these commitments to the organization, I will expect the board president to call me and discuss my performance as a trustee and discuss the next steps including possible removal from the board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that allow me to meet the "prudent person" section of the law.

2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.

3. Board members and the CEO will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.

4. Board members and the CEO will work in good faith with me towards the achievement of our goals.

5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and CEO to discuss these responsibilities.

Date:

Signature of Member, Board of Directors

Date:

Signature of Chair, Board of Directors

Date:

Signature of CEO