

# FY 17-18 BOARD OF DIRECTORS COMMITMENT AGREEMENT



I, ***Your Name Here*** understand that as a board member of Leadership Long Beach, I have a legal and ethical 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 trustee. My behavior as a board member will be consistent with the values and mission of the organization.

As part of my responsibilities as a board member:

## *GENERAL EXPECTATIONS*

- I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
- I will read the organizations Bylaws.
- I will actively promote the organization and encourage/support staff.
- I will help staff and the Board President to identify candidates for the Board of Directors and various committees and task forces that support LLB's work.
- I will serve in leadership positions or undertake special assignments when asked.
- I will know my legal responsibilities for this organization and will be responsible to know and understand the implementation of policies and programs.
- I will actively recruit participants for LLB programs.
- I understand my compliance to these expectations will be evaluated annually through self-assessment and reviewed by the Board President.
- I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about the activities and current issues at LLB. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
- I will work in good faith with staff and other board members as partners towards achievement of our goals.

## *MEETINGS*

- I will attend the Board Induction meeting on **July \_\_, 5:30 p.m.** and Annual Board Retreat on **\_\_\_\_\_ and \_\_\_\_\_, 2017** at **\_\_\_\_\_**. In addition, I will attend the Community Welcome Reception on **August 28, 2017 at Rancho Los Cerritos**.  
*(More information about the Board Induction and Board Retreat are forthcoming.)*
- I will attend at least 75% of board meetings, including committees I am assigned to. If I am unable to attend in person, I will participate by phone.
- I will serve on at least one board committee or task force/subcommittee.
- I will RSVP my attendance for board meetings or board committee meetings at least one day in advance to either the board president (for board meetings) or corresponding committee chair.
- I will maintain confidentiality of the board's executive sessions.

## *FISCAL RESPONSIBILITY*

- I am fiscally responsible, with other board members, for this organization. I will take responsibility for knowing what our budget is and, on an ongoing basis, will take an active part in reviewing, approving and monitoring the budget.
- I will exercise prudence with the board in the control and transfer of funds.

## *FUNDRAISING*

- I will remit my annual board dues of \$500 or make arrangements for payment plan by the end of October (invoiced in September).
- In addition to my board dues, I agree to secure or provide a minimum of \$500 in contributions and/or an approved gift in kind annually. (a gift in kind must offset an expense in the current budget).
- If I am unable to meet the cash donations, I will work with the Board President and the Executive Director to create an alternative contribution plan.
- Each year I will make a personal financial contribution to the LLB Annual Campaign at a level that is meaningful to me.
- I understand I am expected to play an active role in fundraising on behalf of the organization and I will share and engage my personal and professional contacts to achieve fundraising goals.

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

- I will be sent an agenda and materials at least two days prior to the board meeting.
- An orientation will be provided for me so that I can witness and participate, as appropriate, in the goals and objectives of the organization. I will also be able to discuss with the staff and the board president, the internal programs, goals, activities, and status; additionally, I can request such opportunities.
- The organization will help me perform my duties by keeping me informed about issues addressing financial/ economic challenges, and other program challenges. Also, I will be offered opportunities for professional development as a board member (when feasible).
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
- If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities with me.

**Signed:**

**Date:**

**Member, Board of Directors, 2017-18**

**Signed:**

**Date:**

**President, Board of Directors, 2017-18**

The board president signs two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board president, and keep the other for reference.

**DATE OF LAST UPDATE:** [Click here to enter a date.](#)

This agreement outlines expectations and responsibilities for Leadership Long Beach (LLB) Board of Directors. Please review the following statements and sign below, confirming your agreement and acceptance.

Print Name: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Signature: \_\_\_\_\_

DRAFT