

**COLUMBIA COMMUNITY FOUNDATION
BOARD MEMBER AGREEMENT**

I, _____, understand that as a member of the Board of Directors of the Columbia Community Foundation Board, I have a legal and moral 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 agency, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, & special events.
3. I will make a personally meaningful financial contribution.
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. 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 board members.
6. I will work in good faith with staff and other board members as partners toward achievement of our goals.
7. If I don’t fulfill these commitments to the Columbia Community Foundation Board, I will expect the Board Chair to call me and discuss my responsibilities with me.

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

1. I will receive financial reports and an update of organizational activities that allow me to meet the “prudent person” section of the law.
2. Opportunities will be offered to me to discuss with the Board Chair and the Executive Director the organization’s programs, goals, activities, and status; additionally, I can request such opportunities.
3. 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.
4. Board members and staff will respond in a straightforward fashion to questions I have 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.
5. If the Columbia Community Foundation Board does not fulfill its commitments to me, I can call on the Board Chair to discuss these responsibilities.

Signed:

_____ Date: _____
Member, Board of Directors
_____ Date: _____

