

## Example Letter of Agreement between Boards and Board Members

**Board X Mission Statement:** ...

**Member Responsibilities:**

As a member of the \_\_\_\_\_(Name of Board)\_\_\_\_\_, I am fully committed and dedicated to the mission and I pledge to carry out this mission. I understand that my duties and responsibilities include the following:

1. I will make a basic commitment of \_\_\_\_\_ years and \_\_\_\_\_ hours per week.
2. I will attend board meetings \_\_\_\_\_ times per year.
3. I will serve on at least one committee of the board.
4. I will help to ensure fiscal solvency, with other board members, for this organization. I will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
5. I know my legal responsibilities and those of my fellow board members.
6. I accept the bylaws, operating principles, and norms of this board.
7. I will be available and eager to represent the board in various settings in the community.
8. I will work to enhance the board's public image.
9. In signing this document, I understand that no quotas are being set, that no rigid standards of measurement and achievement are being formed. Every board member is expected to carry out the above agreements to the best of his or her ability.
10. If I am not able to meet my obligations as a board member, I will offer my resignation.

**Board Responsibilities:**

1. The board agrees to make respectful use of the board member's time;
2. The board will communicate important information to the board member in a timely manner; and
3. The board will make every effort to make membership on the board a valuable and interesting experience.

**Term:**

Member term will begin on \_\_\_\_\_ and end on \_\_\_\_\_

Board Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_