**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number  | **3.2** |
| policy name  | Board Member Agreement |
| **date of origin** | (Date) |
| purpose | Translates general board duties into individual board member expectations. SIGNED BY BOARD MEMBERS AFTER ELECTED. REVISITED AS A GROUP DURING FIRST MEETING. |
| 1. **policy**
 | RESPONSIBILITIES OF A BOARD MEMBER1. Know and effectively articulate the mission, purpose, goals, policies, and programs of XYZ.
2. Attend board meetings \_\_ times per year and committee meetings \_\_ times per year. Also, attend all XYZ events. Unexcused absence from three consecutive regular meetings of the board shall constitute cause for removal of any officer or director.
3. Chair and/or participate in at least one board committee.
4. Commit time, thought, and effort to XYZ.
5. Participate in establishing and enforcing organizational policies.
6. Accept responsibility for XYZ financial accountability.
7. Participate in hiring and periodic evaluation of XYZ’s chief executive.
8. Support and advise the chief executive as appropriate.
9. Participate actively in assessing XYZ performance and setting its strategic goals and objectives.
10. Represent XYZ to the community.
11. Invite XYZ staff to speak at group meetings you attend — religious, professional associations, service groups.
12. Avoid conflicts of interest.
13. Maintain confidentiality of all XYZ board meetings.
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Revision Dates: