

RECOMMENDING AN “ANNUAL BOARD MEMBER AGREEMENT”

The Board Development Committee recommends that the Board of Directors put into use the attached “Annual Board Member Agreement”. According to the well-respected BoardSource (BoardSource.com) “...one of the fundamental challenges that far too many board members and boards have is that they don’t have a strong understanding of their roles and responsibilities.”

A board member agreement is the promise a board member makes when accepting a position for nonprofit board service. It is not a legal document but an internal agreement, asserting the board member’s commitment to the organization in addition to an understanding of the general board responsibilities...”

THE BOARD DEVELOPMENT COMMITTEE

George Carter, Marilyn Hopkins, Terry Lowell, John Scott, Lorraine Larson
November 12, 2019

****See Annual Board Member Agreement Below**



ANNUAL BOARD MEMBER AGREEMENT

A board member agreement is the promise a board member makes when accepting the position for service at NCHF. NCHF has a primary mission to provide homeownership opportunities for low-income applicants in Nevada County. I understand that as a member of the board of directors of NCHF, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its mission. I acknowledge and accept the responsibility inherent in running a multifaceted corporation. I recognize that volunteer support is critical to the success of Nevada County Habitat and directors are expected to be among the organizations most dedicated volunteers. As a Director of the NCHF Board of Directors, I make the following commitments:

Basic Responsibilities:

- ✓ Commit time, thought, and significant effort to Habitat.
- ✓ Actively learn about Habitat through various mechanisms provided, including working closely with my board mentor.
- ✓ Attend most board meetings, prepare for and participate actively in meetings.
- ✓ Read all reports and other documents, and keep up to date on programs, finances, and organizational management.
- ✓ Maintain the confidentiality of the private information of the organization, board, staff, volunteers, and homeowners.
- ✓ Participate in a committee or ad-hoc task group.
- ✓ Be an advocate and champion for Habitat in our community.

Corporate Governance and Fiscal Responsibilities:

- ✓ Provide effective fiscal and legal oversight and ensure sound risk management.
- ✓ Support, and offer guidance to the Executive Committee in annual review of Executive Director regarding performance.
- ✓ Participate actively in assessing NCHF performance and setting strategic goals and objectives.
- ✓ Avoid actual or apparent conflict of interest, and disclose any conflicts that may arise during the course of my service, and recuse myself from decisions that create or appear to create a conflict of interest for me.
- ✓ Read and understand financial reports, including budget, cash flow, and audits.

Fundraising Responsibilities:

- ✓ Each year I will make what is for me a significant annual financial contribution. I understand that NCHF annual minimum giving level for a board member is \$1,200.
- ✓ I will identify and cultivate friends and associates who might be prospective donors.
- ✓ I agree to participate actively in NCHF donor stewardship efforts.
- ✓ I will actively participate in NCHF fundraising activities and events in a variety of ways. These may include individual solicitation, undertaking special events, or helping with donor communications.
- ✓ I make a good-faith agreement to do my best and to raise as much money as I can.

NCHFH agrees to provide each member of the board with the following:

- ✓ A mentor to offer support and guidance.
- ✓ Access to relevant information needed for management of NCHFH, and for proper operation of the board.
- ✓ Access to information and training on governing, fundraising, and other relevant knowledge.
- ✓ Ample notice of all meetings.
- ✓ Minutes of all board meetings.
- ✓ Financial reports.
- ✓ Committee reports as available.
- ✓ D&O insurance liability coverage, and to the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions.
- ✓ Respect for your time and use of your talent effectively.

I promise to preserve the investment of time and money made over the years by all the donors and volunteers who created this organization and brought it to this point. I make a commitment to carry out the above agreement to the best of my ability.

Signature of Board Member

Date

For board term beginning _____ and ending _____

Signature of President, Board of Directors

Date

Version date: November 2019