



## **Board Member Agreement**

I, \_\_\_\_\_, understand that as a member of the Board of Directors of Women in Film.Dallas and Women in Film.Dallas Scholarship Grant Fund, I have an obligation to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and mission of the organization.

**As part of my responsibilities as a board member I agree to meet the following expectations:**

1. I will represent the organization in a positive manner.
2. I will be active in monitoring the organization's income and expenses and reviewing and approving the annual budget.
3. I understand I serve on the Board as a trustee on behalf of members and that it is my responsibility to ensure that the organization meets both legal and ethical standards for non-profit, tax-exempt organizations.
4. I will attend at least 9 out of 12 of board meetings.
5. I will actively participate in one or more fundraising activities with the organization.
6. I will act and make decisions that are in the best interests of the organization.
7. I will disclose any conflicts of interest and excuse myself from discussions and votes where I have a conflict of interest.
8. I will stay informed about what's going on in the organization. I will ask questions and request information as needed. I will participate in discussions and take responsibility for making a decision by voting on policies and other matters. I will not stay silent if I have questions or concerns.
9. After a vote has been taken, I will support the action taken, even if I did not vote in favor of the action taken by the majority of the board.
10. I will work in good faith with other board members as partners towards achievement of our goals. I will respect, listen to, and treat courteously all people involved with the organization.

11. I will respond promptly to communications from other board members and I will notify the board if I will be unavailable for two or more consecutive days.
12. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me, and if I cannot fulfill these commitments for any reason I will offer my resignation to the board president.

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

1. I will be sent, without having to request them, monthly financial reports and will receive a draft annual budget for review prior to the meeting at which it is discussed and approved.
2. I can call on the board president to discuss with me the organization's goals, activities, and status.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and by offering me opportunities for professional development as a board member.
4. Board members 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.
5. I will be kept informed about the progress and problems of the organization in a timely manner with accurate information.
6. If the organization does not fulfill its commitments to me, I can call on the board president to discuss the organization's responsibilities to me.

**Signed: by \_\_\_\_\_, Board Member**

**Date: \_\_\_\_\_**

**And by \_\_\_\_\_, Board President**

**Date: \_\_\_\_\_**