



2016 Board of Directors Agreement Form

(Version 1/08/16 – 2 pages)

I, _____ understand that as a board member of the AFP – Aloha Chapter Board of Directors, I have a legal and moral responsibility to ensure that the Aloha Chapter does the best work possible in pursuit of its mission & strategic plan goals.

As part of my responsibilities as a board member, I agree to:

1. Positively interpret the chapter's work and values to the community, represent the chapter, and act as an advocate for the chapter. I believe in the purpose and the mission of this organization, and I will act responsibly and prudently as its steward.
2. Prepare for and attend at least 75% of the board meetings each calendar year and will provide written advance notice when unable to attend a board meeting to the chapter administrator and board president.
3. Actively participate on at least 1 board committee and 1 NPD week committee. I will lead at least 1 initiative or project that supports the Aloha Chapter goals this year.
4. Attend at least two education or networking events and be prepared to act in the AFP event ambassador role at these events.
5. Participate, in addition to my NPD committee role, in NPD week activities by nominating awardees, attending the annual education conference, attending the NPD awards banquet, or volunteering on the event day.
6. Make a personal financial contribution of at least \$1,000 towards the AFP Every Member Campaign and/or give a contribution to the best of my ability before July 1st, 2016.
7. Participate in the formal chapter solicitation process regarding cash or in-kind contributions and sponsorship cultivation, individually or as assigned and actively forward opportunities to the finance/resource development committee to facilitate in these opportunities where possible.
8. Secure at least 1 new AFP Aloha Chapter member in 2016. I will recruit and cultivate at least 1 prospective member each quarter, participating in prospect callback assignments.
9. Act in the best interests of the chapter, and recuse myself from discussions and votes where I have a conflict of interest.

10. Stay informed about chapter news, events and issues. I will ask questions and request information when needed. I will participate in and take responsibility for making decisions on issues, policies and other board matters.

11. If at any time, I am unable to fulfill my duties and responsibilities as a board member, I will discuss this with the board president to determine appropriate action that may include reassigning work load or resigning from the board.

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

1. I will be sent, financial and other reports prior to board meetings so that I can review, be informed and prepared to discuss.
2. I will receive board member orientation and ongoing education to support my understanding of the history of the organization, strategic directives, and important relationships that support the mission.
3. I will be provided with the information and resources to fulfill my board responsibilities.
4. If the chapter does not fulfill its commitments to me as a board member, I can call on the board president to discuss ways to rectify the situation.
5. The board president will be aware of and manage as best as possible the following additional concerns that I have as I serve my volunteer term on the board :

Signed: _____ Date: _____
Board Member

Signed: _____ Date: _____
Board President