



INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

General

Expectations:

- Know The Collective Event's mission, purposes, goals, policies, programs, services, strengths and needs
- Inform others about TCE.
- Suggest nominees for TCE's Board
- Serve in leadership position or undertake special assignments willingly when asked
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.
- Follow trends in TCE's field of interest.
- Bring a sense of humor to the board's deliberations.

Meetings:

- Prepare for and participate in board and committee meetings, and other organizational activities
- Ask timely and substantive questions while supporting the majority decision.
- Maintain confidentiality of TCE's board sessions.
- Speak on behalf of TCE's board when asked to do so by authorized persons.
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy related matters are addressed.

Relationship with staff:

- Counsel the Founder as appropriate and offer support
- Avoid asking for special favors of the staff, without prior consultation with the Founder, Board President or Committee Chairperson

Avoiding Conflict:

- Follow conflict of interest policy and confidentiality policy.
- Serve the organization as a whole, rather than special interest groups.
- Avoid even the appearance of a conflict of interest and disclose any possible conflicts to the Board President in a timely fashion
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.
- Never accept , offer favors or gifts from or to anyone who does business with the organization.

Fiduciary responsibility:

- Exercise prudence with TCE's Board in the control and transfer of funds.
- Faithfully read and understand TCE's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fundraising:

- Assist the fundraising committee and staff by implementing fundraising strategies through personal influence with other (corporations, foundation, individuals, etc.)
- Contributes to the various tasks that support fundraising such as calling donors, tracking donations, planning events, etc.
- Give an annual, personal cash gift according to personal means.



BOARD MEMBER COMMITMENT AGREEMENT

As a board member of The Collective Events, I am fully committed and dedicated to TCE's mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving and monitoring the budget and fundraising to meet it.
2. I know my legal responsibilities for this organization and those of my fellow board members. I am responsible to know and oversee the implementation of policies and programs
3. I accept the by-laws and understand that I am morally responsible for the health and well-being of TCE.
4. I will give what is for me a significant financial donation. I may give this as a one-time donation each year or I may pledge to give a certain amount several times during the year.
5. I will actively engage in fund-raising for TCE, in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good faith agreement to do my best and to raise as much money as I can.
6. I will actively promote TCE and encourage and support its staff.
7. I will attend board meetings, be available for phone consultation, and serve on at least one board committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
8. 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 making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Signed _____ Date: _____
Board Member

Signed _____ Date: _____
Board President