

Crossroads Fund Board Member Responsibilities

- Attend at least 75% of board, committee meetings and functions.
- Remain informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Participate in regular board self-assessment and planning activities
- Review the Executive Director's performance annually and provide constructive feedback and guidance. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

Board Member expectations

- Board terms are two years in length. Members may be elected to as many as three consecutive terms in a row.
- Board Members are expected to serve on at least one committee during their service. Committee terms are two years in length and renewable.

Crossroads Fund Board Member Agreement

As a board member of the Crossroads Fund, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

- I am fiscally responsible, with other board members, for the Crossroads Fund. I will know what our budget is and take an active part in reviewing, approving and monitoring the budget and fundraising to meet it.
- I know my legal responsibilities for this organization and those of my fellow board members. I am responsible for knowing and overseeing the implementation of policies and programs.
- I accept the bylaws and operating principles manual and understand that I am morally responsible for the health and well-being of the Crossroads Fund.
- I will give what is for me a substantial 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.
- I will actively engage in fundraising for the Crossroads Fund 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.
- I will actively support the Crossroads Fund and encourage and support its staff.
- I will attend board meetings, be available for phone consultation and serve on at least one committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
- In signing this document, I understand that no quotas are being set and 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 are trusting each other to carry out the above agreements to the best of our ability.

Signed _____

Board Member Name

Date

Signed _____

Board Co-Chair Name

Date

Signed _____

Board Co-Chair Name

Date