

Sample Board Member Commitment Form

A commitment form provides a way to communicate clearly the expectations of board members.

Organization Name

Board Member Commitment Form

I will:

- Attend at least ___% of all Board meetings by phone or in person
- Review the agenda and supporting materials prior to Board and committee meetings.
- Serve on committees and take on special assignments as needed.
- Personally contribute to ORGANIZATION
- Assist in raising funds, as agreed upon annually by the Board.
- Remain informed about ORGANIZATION mission, services, and policies and promote ORGANIZATION, as agreed annually by the Board.
- Provide support and advice to the staff but avoid interfering in management activities.
- Suggest nominees and participate in board recruitment.

I will act in concert with the following principles:

As a board member I understand that I have duties of care, loyalty, and obedience to the organization.

- The duty of care is the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished, and guard its financial resources.
- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the organization and to comply with the law.

I commit that I will uphold these duties and that I shall do my utmost to ensure that the _____ performs its mission and achieves its goals. As a board member I agree to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels;
- Participate in (1) the annual strategic planning retreat, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board.
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
- Always act for the good of the organization and represent the interests of all people served by the organization.
- Represent this organization in a positive and supportive manner at all times.

- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
- Abide by these board operating procedures.

Signature

Date

CRIME STOPPERS PROGRAM CONFIDENTIALITY AGREEMENT

Respecting and embracing the most important facet of the crime stoppers program, preservation of the anonymity of our tipsters, as well as the private, non-governmental, non-profit nature of our program, the undersigned as a board member of _____ agrees to be bound by and to uphold the following confidentiality terms and requirements.

The undersigned board member (s) understand that in working for the above program and in attending board meetings they will be exposed to information that is confidential and/or privileged in nature, especially information that might tend to lead to the identification of and or location of anonymous persons who submit tips to the program. This information includes any relationship disclosed by the tipster to the suspect, any information as to where the tipster was when observing the substance of the tip, the time and date of such observation, and the amount of money of any reward paid to a tipster who enables the arrest or indictment of the suspect.

The below signed board member(s) agree to keep all such information confidential both during and after their period of service as board member. Unauthorized disclosure of this confidential or privileged information is a serious violation of this agreement and can subject the offending board member to appropriate discipline or dismissal.

The undersigned board member also agrees to consider confidential all board subjects and discussions that occur either privately among other board members or in this program's board meetings that is not open to the public in general. Therefore they further agree not to disclose to non board members without authorization by the board any such discussions and positions and actions taken in these board meetings.

Date

Board Member

***CRIME STOPPERS USA* CONFIDENTIALITY AGREEMENT**

I, _____, as a member of the board of directors of *Crime Stoppers of the United States of America, Inc.* ("CSUSA"), agree that in addition to the statutory and/or fiduciary duties applicable pursuant to the laws of the State of Delaware and the laws of any other jurisdiction in which I perform my duties as a member of the board of directors of CSUSA, will also keep any information which I receive in confidence through my said position on the CSUSA board of directors confidential. This agreement also extends to any information of a proprietary nature, including items involved in any contract negotiations between CSUSA and third parties.

SIGNED and AGREED this the _____ day of November, 2010.

Signature

Crime Stoppers of the United States of America, Inc.

Conflict of Interest Statement for Board of Directors

No member of the Crime Stoppers of the United States of America, Inc. ("CSUSA") board of directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the CSUSA board of directors. Each individual shall disclose to the CSUSA board of directors any personal interest, which he or she may have in any matter pending before the CSUSA and shall refrain from participation in any decision on such matter.

Any member of the CSUSA board shall identify his or her affiliation with such agency or agencies that are seeking funding from CSUSA.

Any member of the CSUSA board shall refrain from obtaining any list of CSUSA donors for personal or private solicitations purposes at any time during the term of their affiliation.

At this time, I am a board member, a committee member, or an employee of the following organizations:

_____.

Circle any of the following circumstances that are applicable:

1. I am not a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party, doing business with CSUSA which has resulted or could result in personal benefit to me.
2. I am not a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with CSUSA.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with CSUSA:

Date: _____, 2013

Signature: _____

Printed Name: _____



Best Practices of Best Boards Crime Stoppers USA August 2009

Overview – Governance Issues

- ❖ The Board is ultimately responsible for setting the organization's strategic direction.
- ❖ The Board is ultimately responsible for effective and efficient governance of the organization.
- ❖ The Board is ultimately responsible for ensuring the organization operates to serve its mission and purpose.
- ❖ The Board supports the organization by making an annual financial contribution and actively engages in fundraising.
- ❖ Sarbanes-Oxley implications for all corporations...and other legislation.
 - Whistle-blower policy
 - Document retention and destruction policy
 - Fiscal controls and conflict of interest
- ❖ Changes in the IRS Form 990 – Accent on Board governance.
 - Electronic filing required for all 501(c)(3) with less than \$25,000 in annual revenue
 - Other disclosures

Overview – Legal and Fiduciary Issues

- ❖ Duty of Care: Board members should act in good faith with the care that an ordinarily prudent person would exercise under similar circumstances. (The Board is educated and prepared.)
- ❖ Duty of Loyalty: Board members must put the interests of the organization first, above personal or professional interests (Conflict of interest issues).
- ❖ Duty of Honesty: Board members must act in accordance with the organization's stated mission and applicable laws. (Also bylaws issues).

Resources:

www.boardsource.org
www.independentsector.org
www.guidestar.org

www.jblockinc.com
The ABCs of Building Better Boards

BEST PRACTICES Board Management

THE BOARD RETAINS EXCELLENT MEMBERS

♦ NOMINATIONS PROCESS IS EFFECTIVE

- Process ensures consistent information for prospective members.
- Use Job Descriptions.
- 3 good models for committee leadership.
- Nominations Committee recruits *What* before *Who*.
- Include at-large members to extend reach and scope.

♦ ORIENTATION - THE KEY TO GETTING COMMITMENT

- Required for all new Board members.

♦ ANNUAL PLANNING RETREAT

- Set annual Plan of Work based on long term visions.
- Assess action within plan at every meeting.

♦ EFFECTIVE COMMITTEE STRUCTURE

- What is required to accomplish the Plan of Work?
- Action plans for all committees based on the annual strategic plan.
- Involve at-large members to gain their expertise and energy.

♦ EFFECTIVE MEETINGS

- Agenda, minutes, reports prior to meeting.
- Start and end on time.
- Delegate committee work to committees.
- Report on accomplishments - Plan of Work.
- Use Robert's Rules.
- Stick to the agenda (include times for each section if meetings run long).
- Respect volunteer time and expertise.

♦ HIGH PERFORMANCE EXPECTATIONS

- *You get what you accept and what you reward.*

♦ A SUCCESSION PLAN IS IN PLACE FOR LEADERSHIP

♦ BOARD MEMBERS ARE ALLOWED TO RESIGN WHEN READY

- Use commitment letters and term limits.

THE BOARD RECOGNIZES EXCELLENCE

♦ THANK YOU, MERCI, DANKE, GRACIAS

- Timely and meaningful.

EXAMPLE 1
Sample Job Description

TITLE: Member [] Board of Directors

REPORTS TO: Board Chair

ROLE: To serve as a voting member of the board of directors for the organization, developing policies, procedures and regulations, monitoring financial performance and the organization's programs.

TERM: 3 years, beginning _____ and ending _____.

TIME EXPECTATIONS:

- Attend regularly scheduled board meetings (_____ per year), held on the _____ of every _____.
- Participate actively in one or more committees of the board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in special organization events.

OBLIGATIONS:

- Fully understand and support the mission of the organization.
- Establish policy.
- Hire, supervise and evaluate the executive director.
- Make annual personal [and/or professional] financial commitment.
- Monitor the organization's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent the organization to the public and private sector; serve as an advocate for the organization.
- Bring personal/professional expertise and that of others to support the successful operation of the organization.
- Abide by the Duties of Care, Honesty and Loyalty.

EXAMPLE 2
Annual Commitment Letter

I [_____] agree to serve as a member of the board of directors of [_____]. I understand that my term of office begins [_____] and extends for [_____] years, ending [_____].

As a member of the Board of Directors, I agree to:

- ☐ Abide by the Bylaws of the corporation.
- ☐ Make an annual financial contribution of [_____];
- ☐ Attend all meetings of the Board, including special meetings, unless excused;
- ☐ Avoid any conflict of interest or appearance of a conflict;
- ☐ Participate in short and long range planning activities;
- ☐ Ensure effective fiscal controls and accountability;
- ☐ Approve the annual budget;
- ☐ Ensure the organization meets all legal and corporate requirements;
- ☐ Abide by the Duties of Care, Honesty and Loyalty.
- ☐ Etc.
- ☐ Etc.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors, I will give appropriate notice of resignation to the Chairman of the Board.

Name

Signature

Date

EXAMPLE 3
Sample Conflict of Interest Statement

- 1) I agree to readily disclose any potential conflict of interest, making it a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

- 2) I agree that I will not vote or use my personal influence on any matter, which might constitute a conflict of interest. I will ensure the minutes of any meeting where this might occur duly show that I have abstained from voting due to the potential of or occurrence of a conflict of interest.

- 3) I understand that I may state my opinion or position on any matter described above, or answer pertinent questions to which I may lend my expertise, so long as I absent myself from a board vote on the matter.

Name

Signature

Date

Disclosure of Potential Conflicts:

BOARD GOVERNANCE

The most important things I learned from this section:

-
-
-
-
-

What I will implement immediately:

-
-
-
-
-
-

LEGAL AND FIDUCIARY ISSUES

The most important things I learned from this section:

-
-
-
-
-

What I will implement immediately:

-
-
-
-
-

Best Practices

The most important things I learned from this section:

-
-
-
-
-

What I will implement immediately:

-
-
-
-
-
-

**BOARD OF DIRECTORS
BOARD AND DIRECTOR ASSESSMENT**

	Good	Just OK	Needs Improvement
I RATE OUR GOVERNANCE AS A BOARD:			
We support and accept the organization's mission .			
We review mission statement, policy manual and bylaws regularly.			
We abide by the bylaws in all dealings and activities.			
We understand the Duties of Care, Loyalty and Honesty .			
We have strong Board development strategies , including nominating committee, orientation program, annual planning retreat.			
We operate with strong committees who have action plans, reporting procedures and accountability, with appropriate membership and expertise.			
We respect and act on the recommendations of committees/task forces .			
We develop and achieve short and long range strategic goals .			
We sign annual conflict of interest statements.			
We have approved an agency whistle blower policy .			
We have approved an agency document retention and destruction policy .			
We have a leadership succession plan in place.			
We set annual goals and evaluate the Executive Director's performance within agreed upon goals.			
We actively advocate for the organization in the community and beyond.			
We hold annual self-evaluations .			
We know, understand and follow all Board policies and ensure timely reporting to local, state, federal regulatory bodies.			
We are covered by a Director & Officer Liability policy and know the extent and limitations of the policy.			
We confine our activities to policy and governance , not management issues.			
I RATE OUR FINANCIAL MANAGEMENT AS A BOARD:			
We set an achievable and sustainable annual budget .			
We set and accept fundraising goals for individual Board members.			
Every member of the Board makes an annual personal contribution .			
We participate in and support fundraising activities .			
We develop and approve a diverse fund development program .			
I RATE OUR ADMINISTRATIVE FUNCTIONS AS A BOARD:			
We hold effective meetings , following an agenda and time line.			
We have job descriptions for directors and officers.			
We review minutes and financial reports at every meeting.			
We require written committee reports at every meeting.			
We sign annual commitment letters .			
We have excellent Staff and Board relationships .			
We respect and follow the chain of command in relationships with			

Staff.			
We follow parliamentary procedure .			
I RATE MY GOVERNANCE AS AN INDIVIDUAL MEMBER OF THE BOARD:	Good	Just OK	Needs Imprvment
I fully support and accept the mission of the organization .			
I have a copy of, and have read the Bylaws . I ensure Bylaws are followed in all dealings and activities.			
I understand, accept and take PERSONAL responsibility for achieving the annual budget .			
I actively serve on at least one Board committee .			
I advocate for the organization within my personal sphere of influence.			
I support and assist staff only as requested and required.			
I participate in short and long range planning activities.			
I participate respectfully in Board discussion to achieve informed and fair votes .			
Once the Board votes, I commit to support the decision .			
I understand that I have no authority apart from the full Board and cannot act on behalf of the Board without being authorized.			
I ensure that annual goals are met where my personal responsibility has been identified.			
I RATE MY FINANCIAL MANAGEMENT AS AN INDIVIDUAL MEMBER OF THE BOARD:			
I make and recruit an annual financial gift to meet or exceed the established Board giving policy.			
I attend and secure financial support for all special fundraising events.			
I have considered designating (or have implemented) a planned gift .			
I understand the financial reports .			
I ensure timely reporting to local, state and federal regulatory bodies.			
I RATE MY ADMINISTRATIVE FUNCTIONS AS AN INDIVIDUAL MEMBER OF THE BOARD:			
I attend all regular and special meetings of the Board unless excused in advance.			
I arrive on time for meetings.			
I attend and participate in the annual planning retreat .			
I respect the chain of command in all dealings with Staff and other Board members.			
I come to all regular and special meetings prepared , having reviewed minutes, financials and other documents.			
OVERALL RATING FOR THE BOARD:			
OVERALL RATING FOR ME AS AN INDIVIDUAL MEMBER OF THE BOARD:			