

**STATEMENT OF INDIVIDUAL
BOARD MEMBER'S RESPONSIBILITIES
2009**

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Board members of charities are expected to meet certain standards of board behaviour and conduct as outlined below:

General Expectations

1. Know the vision, mission, purposes, goals, policies, programmes, services, strengths and needs of (NAME OF CHARITY).
2. Perform duties as a board member responsibly and diligently.
3. Attend all board meetings and serve on committees so assigned.
4. Serve in leadership positions and undertake special assignments willingly and enthusiastically.
5. Keep abreast with trends in the charity sector and other factors that will affect the work of (NAME OF CHARITY).
6. Build goodwill and team spirit among (NAME OF CHARITY) Board members and (NAME OF CHARITY) staff for the benefit of the collective interest of (NAME OF CHARITY).
7. Maintain independence and objectivity and exercise fairness, integrity and ethics in the execution of their duties.
8. To be mindful that as board members they represent (NAME OF CHARITY) publicly and must seek to promote the image and interests of (NAME OF CHARITY) whenever appropriate.

Meetings

9. Read the minutes of meetings and supporting materials prior to (NAME OF CHARITY) Board and committee meetings.

10. Raise timely and substantive questions and request for information whenever there is something that appears unclear or questionable, to ensure that all policy matters are thoroughly deliberated.
11. Participate in and take responsibility for making decisions on issues, policies and other (NAME OF CHARITY) Board matters.
12. Ensure that all decisions taken by the (NAME OF CHARITY) Board are aligned to (NAME OF CHARITY)'s purpose and mission.
13. Maintain confidentiality of the (NAME OF CHARITY) Board meeting sessions, and support the final majority decision on issues discussed by the (NAME OF CHARITY) Board.
14. Periodically suggest agenda items for (NAME OF CHARITY) Board and committee meetings and ensure that significant, policy-related matters are addressed.

Relationship with Staff

15. Counsel the CEO as appropriate and support him or her in the work.
16. In conducting (NAME OF CHARITY) Board business, avoid asking for specific favours of the staff, (including special requests for extensive information), or giving specific instructions to the staff, without prior consultation with the CEO.
17. Follow established policies and procedures in dealing with grievance or complaints against (NAME OF CHARITY) or its staff and to avoid prejudiced judgement on the basis of information received from individuals or groups without due inquiry.

Conflict of Interests

18. Serve (NAME OF CHARITY) as a whole rather than any special interest group or constituency.
19. Declare any personal or vested interest in business transactions, contracts and/or joint ventures that (NAME OF CHARITY) may enter into, as soon as such conflict or the possibility of such conflict arises and to abstain from discussion, decision-making and/or voting on the transaction or contract.
20. Declare any close relationships (i.e. more than acquaintances) with staff or recruits, and refrain from influencing decision in the recruitment process.
21. Serve his or her term of office without remuneration so as to maintain the integrity of serving for public trust and community good instead of for personal gain.
22. In performing board member duties, not to accept or offer personal favours or gifts from or to any interest group, constituency, or (NAME OF CHARITY) staff.

Financial Responsibilities

23. Exercise prudence and integrity in the management, control and transfer of (NAME OF CHARITY) funds, investments and other financial assets.
24. Review (NAME OF CHARITY)'s financial statements, paying attention to issues that are of concern to (NAME OF CHARITY).

Fund-Raising

25. Assist charity staff by supporting fund-raising strategies and promote these strategies through personal influence and contacts with others (corporations, individuals, and foundations).

ACKNOWLEDGEMENT

I acknowledge the above expectations of my role as a Board Member. I also acknowledge receipt of this (NAME OF CHARITY) Board Kit (Serial No: 001/SNP/AUG06) which will be returned to (NAME OF CHARITY) at the end of my Board term or upon my resignation before the completion of my tenure.

Signed: _____

Name: _____

Date: _____