

## **ALIGN INTERNATIONAL BOARD MEMBER AGREEMENT**

I understand that Align International (AI) Board of Directors (BoD) has a legal and ethical responsibility to ensure AI does the best work possible in pursuit of its goals. I believe in AI's purpose and mission, and I will act responsibly and prudently as its steward. My responsibilities as a BoD member include:

### **Prayer**

1. I will commit to pray for AI, AI's ministry partners, and those we are called to serve.
2. I will prayerfully approach governing decisions, committed to seeking God's will above all else.

### **Outreach**

3. I will become familiar with AI's values and work in the community, as well as represent AI and act as its spokesperson.
4. I will become familiar with AI's ministry donors, partners and clients' needs and values. I will speak out for their interests and hold AI accountable on their behalf.

### **BoD and Committee Participation**

5. I will attend at least 2/3 of AI BoD meetings each year and prepare for these meetings by reviewing materials provided. I will inform the BoD in advance of any meetings that I cannot attend.
6. I will make myself available to speak with any BoD member to discuss items of AI importance at a mutually agreed upon time.
7. I will be willing to share my professional expertise.
8. I will fulfill commitments within agreed-upon deadlines.

### **Resource Development**

9. I will help support AI's resource development. Specifically, I will:
  - o Make a personally meaningful contribution each year I serve on the BoD. I will consider AI as one of my top 2-3 charitable commitments.
  - o Reach into personal circles and diverse communities to help identify and cultivate relationships to support AI by bringing new donors, BoD members, volunteers, and advocates.
  - o Actively participate in donor development fundraising activities including major giver relationships and the annual fundraiser (Gala or equivalent) by inviting friends, securing donations, etc.

### **BoD Policies**

10. I will excuse myself from discussions and votes where I have a conflict of interest.
11. I will maintain the confidentiality of BoD deliberations and publicly support BoD decisions, including those with which I might have been in disagreement with.
12. I will encourage, enable, and respect the participation and contributions of fellow BoD members.
13. I will respect and support the Chief Executive Officer's (CEO) authority, communicate ideas about program or administrative activities to the CEO rather than to staff and/or volunteers, and refrain from making special requests of the staff and/or volunteers.

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### **Active Participation**

14. I will stay informed about what is going on in AI and developments in relevant fields. I will ask questions and request information.
15. I will participate in and take responsibility for making decisions on AI issues, policies, and other matters. I will not stay silent if I have questions or concerns.
16. I will participate in the assessment of my fulfillment of these commitments and will, if asked, agree to step down from the BoD.

### **AI's responsibilities to BoD members**

17. AI will send me regular financial reports and activity reports that allow me to meet the "prudent person" standards of the law (i.e., to act with the same judgment and care as, in like circumstances, a prudent person would act).
18. AI will provide opportunities for me to discuss AI's programs, goals, activities, and status with the CEO and Chair of the Board.
19. AI BoD members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to AI.
20. AI will provide Directors and Officers Insurance to help mitigate the cost of any claim made against them in the performance of their duties.

### **Term**

21. My Align International BoD member term is scheduled to last  
through \_\_\_\_\_, 20\_\_\_\_\_

### **Align International Board Member Agreement Signatures**

Signed: \_\_\_\_\_, Board Member

Print: \_\_\_\_\_, Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Chair of the Board

Print: \_\_\_\_\_, Date: \_\_\_\_\_