

Board Member Guidelines

Name of Local Council _____
City _____

General Expectations

1. Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
2. Suggest nominees for the Board as appropriate.
3. Serve in leadership positions or undertake special assignments willingly when asked.
4. Make decisions based upon sound due diligence and not from biased opinions and judgments of select individuals/groups.
5. Follow established organizational policies and procedures at all times for one's self and others within the organization.
6. Follow trends in the organization's field of interest.
7. Demonstrate support for the MI Children's Trust Fund.
8. Bring a sense of humor to the board's deliberation.

Meetings

9. Prepare for and participate in **Insert Number** Board and **Insert Number** committee meetings, and **Insert Number** organizational activities.
10. Ask timely and substantive questions while supporting the majority decision.
11. Maintain confidentiality of the Board's executive sessions. **(Conditional upon subject matter as specified by the open meetings act and must be announced.)**
12. Speak on behalf of the Board and/or represent the local council when asked to do so by authorized persons.
13. Suggest agenda items periodically for Board and committee meetings to ensure that significant policy-related matters are addressed.

Relationship with Staff

14. Counsel the President/CEO as appropriate and offer support.
15. Maintain relationship with staff consistent with existing job description and established council protocols.

Avoid Conflict

16. Serve the organization as a whole rather than special interest groups.
17. Avoid any appearance of a conflict of interest, and disclose any possible conflicts to the Board Chair in a timely fashion.
18. Maintain an independent, objective and ethical professional demeanor in keeping with the integrity of the board position.
19. Never accept or offer favors or gifts from anyone conducting business with the council.

Fiduciary Responsibilities

20. Exercise fiscal responsibility related to all aspects of council funding.
21. Accept responsibility for understanding the organization's financial statements and conditions, and/or assist the Board fulfill its fiduciary responsibilities.

**Individual Council logo
to be added here**

Fund Raising

22. Commit to contributing an annual gift (cash amount and/or other acceptable donation) according to personal capability.
23. Assist in the development, promotion with potential and/or existing community partners (e.g. business, foundations, etc.), and implementation of board agreed upon fundraising strategies.

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