

Board of Directors Position Description

If you, as a nominee or current Director are willing to make every effort to fulfill these responsibilities, please sign, date, and return this commitment no later than July 1, 2004.

Overview:

Members of the XXX Foundation Board of Directors are responsible for ensuring the XXX Foundation's long-term financial stability and integrity. Directors ensure that the XXX Foundation fulfills its mission by doing quality work.. Directors recognize that in order to foster the XXX Foundation's continued viability and growth, diversification of income sources is essential and they pledge to personally contribute needed resources and talents toward this end.

Responsibilities:

- Support the mission of the XXX Foundation
- Read and understand the XXX Foundation's financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility
- Attend board meetings and actively participate in decision-making
- Share your area of expertise with the board and staff
- Be an advocate for the XXX Foundation; promote the XXX Foundation in ways appropriate to your profession and contacts
- Maintain XXX Foundation membership, and in addition to membership, make a financial contribution appropriate to your circumstances
- Obtain financial support for the XXX Foundation to ensure adequate resources
- Fulfill the duties of care, obedience and loyalty
- Participate in regular assessments to improve board performance
- Participate in strategic planning activities
- Prioritize and monitor the XXX Foundation's programs and services
- Select the Executive Director and review his/her performance
- Partner with the Executive Director to accomplish the mission
- Serve on at least one committee or task force each year
- Work to develop new leadership and recommend potential board members to the board development committee
- Avoid even the appearance of conflict of interest
- Participate in the XXX Foundation's bi-annual National Conference
- Assist the XXX Foundation in interpreting the needs of the XXX community

Desired Skills and Experience:

Knowledge of XXX Foundation history, mission and goals ^ Knowledge of the XXX community and commitment to maintaining a strong Foundation that is responsive to the membership ^ Working knowledge of XXX Foundation bylaws ^ Ability to handle all XXX Foundation business with tact, enthusiasm and commitment ^ Ability to communicate

effectively ▲ Ability to motivate committee members ▲ Ability to take responsibility and follow through on assignments ▲ Ability to work well with people individually and in a group.

Term of Service:

Members of the Board of Directors are elected for a three-year term, serving from July 1 through June 30 of the third year. Directors are elected by voting members of the Foundation. Members may be re-elected for a second three year term, based on their ability to continue to fulfill board responsibilities.

Time Commitment:

Two local board meetings per year (8-12 hours each, not including travel time), one conference call meeting per year (3 hours), 8-10 hours per month for committee or task force assignments.

Benefits:

Opportunity to make a difference in the XXX community ▲ Opportunity to measurably support XXX Foundation goals ▲ Gain or enhance experience in building and working with teams ▲ Increase knowledge of XXX Foundation activities and resources ▲ Develop leadership in others ▲ Help to shape the XXX Foundation's direction and goals.

Personal Commitment:

I (*print name*) _____, am willing to make every effort to fulfill the XXX Foundation Board of Directors responsibilities as outlined above.

Signature

Date