



IVC BOARD MEMBER CONTRACT

Though this document is not intended to be legally enforced, it does outline explicitly what is expected of individual board members and the organization. Working together, they will fulfill IVC's stated mission, values and vision.

I, _____, understand that as a member of the **Interlink Volunteer Caregivers (IVC)** Board, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Board Member:

1. I will represent the work and values of **IVC** in the community.
2. I will attend at least 75 percent of board meetings, committee meetings and special events.
3. Each year I will make a financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
7. I will work in good faith with staff and other board members as partners toward achievement of our goals.
8. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, monthly financial reports and an organizational activities update allowing me to meet the "prudent person" standards of the law.
2. Opportunities will be offered to me to discuss with the Executive Director and Board President the organization's programs, goals, activities and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the field in which we are working and by offering me opportunities for professional development as a Board member.
4. Board members and staff will respond honestly to questions I feel necessary to carry out my fiscal, legal, and moral responsibilities to this organization.



Giving the Gift of Home

5. If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss the organization's responsibilities to me.

Signed by: _____, Board Member Date Signed: _____

Accepted by: _____, **IVC** Board President Date Signed: _____