

MENDOCINO ART CENTER

A Board Member Agreement

I, _____ understand that as a member of the Board of Directors of the Mendocino Art Center, 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 interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. Each year I will make a personal financial contribution at a level that is meaningful to me.
4. I will ensure that my MAC Membership Dues are paid current.
5. I will actively participate in one or more fundraising activities.
6. Annually, I will be asked to provide a breakdown of volunteer hours and financial contributions to MAC, both direct and indirect.
7. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
8. 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 board matters.
9. I will work in good faith with staff and other board members as partners towards achievement of our goals.
10. 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 several ways:

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law.

2. Opportunities will be offered to me to discuss with the executive director and the 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 industry and 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 in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
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.

I have received a copy of MAC's approved Conflict of Interest Policy. Annually, I will be asked to execute a reaffirmation of my agreement to comply with this policy.

Signed: _____

Member, Board of Directors _____

Chair, Board of Directors _____

The board chair will sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board chair, and keep the other for reference.

Board Approved: January 7, 2010