

## **BOARD MEMBER EXPECTATIONS**

This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Board of Directors of the Western Pennsylvania Bleeding Disorders Foundation. This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future board members.

As a member of the Board of Directors of WPBDF, I am fully committed and dedicated to the mission of WPBDF:

*WPBDF strives to enrich the lives of those with bleeding disorders in Western Pennsylvania and respond to the needs of the community in a dynamic environment.*

I pledge to help WPBDF carry out this mission, consistent with the functions of the office of board member as stated in WPBDF's bylaws.

### **The role of the board**

As a board member of WPBDF I have both the opportunity and the obligation to appoint and evaluate the Executive Director, help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, treasure, and relationships.

### **The role of management**

I understand that the Executive Director is responsible, under the board's direction, for developing the long-range plan for board approval, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

### **Preparation**

I will work diligently to understand the mission, purpose, goals, and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

### **Fiscal and program oversight**

Together with my fellow board members, I am responsible for the fiscal oversight of WPBDF. Whether or not I am a member of the organization's finance or audit committees, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of WPBDF's fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

### **Active participation in board meetings**

I will attend regularly scheduled board meetings, be available for consultation by phone and email, and actively serve on at least one committee of the board where I can apply my special skills, perspective, and experience. I will come prepared to discuss these issues and business at hand, and I will help

prepare for and participate in scheduled board retreats, the annual membership meeting (typically scheduled for the fourth Thursday of July) and bimonthly board meetings (typically scheduled for the third Monday of January, March, May, July, September and November).

If I miss three consecutive board or committee meetings without proper notice or am otherwise unable to fulfill my obligations as a board member, I will offer my resignation or request a leave of absence.

**Active participation in major events**

I will attend WPBDF's major public events and fundraisers and will actively encourage support and attendance by my friends and colleagues as well.

**Positively represent the organization**

As a board member, I know that I am a de facto ambassador for the organization, and I will strive to represent WPBDF in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or Executive Director.

**Financial support**

I will work with relevant members of the board and staff to come up with a giving plan that is reasonable for my personal situation, and I will leverage WPBDF's development staff to help me secure sources for this level of funding.

*Overall fundraising efforts.* I expect to be actively involved throughout the year in some aspect of WPBDF's fundraising efforts. More particularly, I will help identify and cultivate potential supporters, and I agree to make a limited number of calls on potential supporters.

*Annual campaigns.* I understand that 100% board participation in annual giving is fundamental to the success of the fundraising efforts of WPBDF. To that end, I will, consistent with my personal ability and circumstance, and within reason, make a financial donation to WPBDF each year to signify that the organization is a personal philanthropic priority.

*Capital campaigns.* Although I am not making a specific capital pledge at this point, I understand that 100% board participation is fundamental to the success of a capital campaign and that I will be asked to make, consistent with my personal ability and circumstance, and within reason, make a financial donation if such a campaign is finalized by the board.

**Support of the staff**

I recognize the significant obligations of the staff in carrying out WPBDF's work, and I will do my best not to interfere with the staff's operating responsibilities. While I have the right to speak with staff members about matters of mutual interest, I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the board or the Executive Director.

**Uphold confidentiality and bylaws**

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to outsiders unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's bylaws, and I agree to operate in conformity with them.

**WPBDF's Commitment to its Board Members:**

As part of the organization's execution of its mission, WPBDF makes the following commitment to its board members:

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community.
- We will provide you in a timely way with the information you need to be an effective board member.
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience, relationships, or money.
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present elect otherwise.
- We will make every effort to keep our meetings brief, relevant, interesting, and impactful.
- We will respond to the best of our ability to your questions and concerns.
- We will encourage your feedback and criticism.
- We will do our utmost to be an organization of which all of us can be proud.

**Commitment**

By signing this document, I am acknowledging that board service implies a three-way commitment from board members individually, board members collectively and the organization. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy. Furthermore, I request that the commitments in this letter be made part of an annual evaluation of my service as a board member.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director