



Lockwood Donis Foundation

Board Member Agreement

As a member of the Board of Directors of Lockwood Donis Foundation, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of the organization and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently in accordance with Lockwood Donis Foundation's Code of Ethics and Code of Conduct. I understand my duties to include:

1. Legal, fiscal and moral responsibility, along with my fellow board members, for the well-being of this organization. As such, it is my responsibility to:
 - Be familiar with our budget and take an active part in the budget planning process.
 - Know and approve all policies and programs and oversee their implementation.
 - Take responsibility for making decisions on organization issues and board matters.
 - Interpret the organization's work and values to the community, represent the organization and serve as a spokesperson.
 - Keep up-to-date on the business of the organization.
 - Excuse myself from discussions, decisions and votes where I may have a conflict of interest.
2. Attendance at least one (1) board meeting per year. Should I be unable to attend a meeting, I will, if needed, be available for telephone or email consultation. Additionally, I will be available to serve on at least one board committee should the need arise.
3. Working in good faith with my fellow board members and staff toward the achievement of the organization's goals.

Should I fail to fulfill these commitments to the organization, I understand that the Board President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Board of Directors.

As a board member, I understand that the organization will be responsible to me in the following 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. Further, I expect that I will have information about programs and policies, goals and objectives as appropriate.

2. Opportunities will be provided for me to discuss with the Executive Director and the Board President the organization's programs, goals, activities and status.
3. It is expected that Board Members and the Executive Director will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization.
4. Board members and the Executive Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I may call upon the Board President and Executive Director to discuss Lockwood Donis Foundation's responsibilities to me.

Print Name – Board of Directors Member

Signature – Board of Directors Member

Date: _____

Print Name – Board of Directors President

Signature – Board of Directors President

Date: _____