

# Mecklenburg Council on Aging

## Board Member Contract

I, \_\_\_\_\_, understand that as a member of the Board of Directors of the Mecklenburg Council on Aging (CoA) for the period \_\_\_\_\_ to \_\_\_\_\_, I have a legal and ethical responsibility to ensure that the CoA does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the CoA, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the CoA's work and values to the community, represent the CoA, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the CoA, speak out for their interests, and on their behalf, hold the CoA accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. Each year, but no later than Thanksgiving of each year and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on in the CoA. 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.
8. While I am a member of this board, I will make every effort to vote in every public election.
9. I will work in good faith with staff and other board members as partners toward achievement of our goals.
10. If I don't fulfill these commitments to the CoA, I will expect the board president to call me and discuss my responsibilities with me.

### **The Mecklenburg Council on Aging is responsible to the board members**

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

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

"prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)

2. Opportunities will be offered to me to discuss with the executive director and the board president the CoA's programs, goals, activities, and status; additionally, I can request such opportunities.

3. The CoA will help me perform my duties by keeping me informed about issues in Mecklenburg County and aging related areas 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 the CoA. Board members and staff will work in good faith with me toward achievement of our goals.

5. If the CoA does not fulfill its commitments to me, I can call on the board president and executive director to discuss the CoA's responsibilities to me.

Signed: by \_\_\_\_\_, Board Member  
Date \_\_\_\_\_

and by \_\_\_\_\_, Chair of the Board of Directors  
Date \_\_\_\_\_

The board chair signs two copies of this agreement for each board member. Board member signs both, returns one copy to the board chair, and keeps the other for reference.