



BOARD OF DIRECTORS ANNUAL AFFIRMATION OF SERVICE

As a board member I understand that I have three legal duties to the organization: care, loyalty, and obedience. The duty of care is the duty to pay attention to the organization—to actively participate, monitor its activities, make sound judgments and guard its financial resources. The duty of loyalty is to put the organization first and avoid conflicts of interest, and the duty of obedience is to carry out the mission of the organization and to comply with the law.

- I fully support the Center for Nonprofit Excellence (CNE) mission, purpose, goals and leadership, and will be an enthusiastic advocate for CNE in the community.
- I agree to serve on at least one committee and to consider other leadership positions or special assignments when asked to serve, as possible. I will assist the board with its own self-governance, including participating in activities that enhance my skills as a board member.
- I understand that board membership requires the equivalent of approximately 15 days per year of my time, including meeting preparation, ad hoc advising, meetings and special events. I am able to give that time during the 12 months ahead, and expect to attend all board and committee meetings unless I give the chair advance notice of my need to be absent for good cause.
- I intend to make CNE a charitable priority in my annual giving to contribute financially to the work of our organization during the year. I will also help open doors to those in my network who may be interested in contributing to our work.
- I will actively partner with the Executive Director to achieve CNE’s mission, and will support her as needed in leading the organization.
- I have read our bylaws, and I have reviewed, signed and intend to comply with our board Conflict of Interest and Confidentiality Policies, and any other board policies.
- If anything should arise during the year that would not allow me to keep these commitments to being a positive and active contributor to our board, I will initiate conversation with the Chair to discuss a leave of absence or, if needed, a voluntary resignation to allow another to serve who is able to be fully involved.

Name: _____ **Date:** _____

Signature: _____

How to Be an Engaged CNE Board Member

Must Do to *Embrace Your Fiduciary Duty*

- Attend and be a prepared and engaged participant in all CNE board meetings:
 - If you are unable to attend a board meeting, please let the board chair and executive director know in advance.
 - Arrive on time to board meetings and stay for the entire meeting.
- Understand CNE's financial position, and promote the organization's financial health.
- Regularly review and understand CNE governance documents and policies.
- Review and annually sign:
 - Conflict of interest policy and declare conflicts if/when they exist.
 - Annual affirmation of board service & confidentiality policy.
- Focus on what is in the best interest of CNE, independent of personal agenda, self-interest, or the influence of others.

Must Do to *Engage in Good Practice*

- Identify and achieve several annual personal goals as a CNE board member – ways that you can and will uniquely contribute to furthering CNE strategy.
- Follow-up as promised on CNE commitments.
- Serve on a CNE board committee and as an ad hoc strategic advisor as needed.
- Give a financial contribution to CNE. (Make CNE a priority in your annual charitable giving, if not one of your top annual charitable contributions, while serving on the board.)
- Understand CNE's mission, vision and strategy, and work actively to support it.
- Know CNE resources, programs, and who staffs them.
- Meet annually with Director of Philanthropy to identify your role in resource development.
- Offer names of individuals and organizations you think could be contributors of resources, skills, expertise, knowledge and/or money to the mission.
- Advise on new research, community developments, or trends you think relevant to CNE.
- Be a CNE ambassador:
 - Within the community and within your personal circle of activities. When asked what's new, explain in your own words CNE and why you're excited to be involved.
 - For events hosted by CNE, for example:
 - Philanthropy Day – sponsor event or purchase a ticket, invite and thank others, attend & network on CNE's behalf, partner with staff to cultivate/steward key attendees after the event (November)
 - Celebration of Strong Nonprofits – invite others, attend & network on CNE's behalf, partner with the staff to cultivate/steward key attendees after the event (Summer)
 - Be our eyes and ears. Share lessons learned from your own experience with the organization.

Encouraged to Try *to deepen your engagement*

- Join CNE staff on at least one philanthropic partner/prospective philanthropic partner cultivation/stewardship activity.
- Engage several new and/or current and potential community stakeholders in the work of CNE each year.
- Host an event on behalf of CNE.
- Share information with and/or advocate for the sector with local government or elected officials.

Extra Credit *because that's how we roll*

- Participate in at least 1 CNE training, workshop or educational program.
- Join CNE staff on at least one CNE member visit.
- Write a brief article (250 words) for CNE's weekly e-newsletter.
- Facilitate a CNE Circle.
- Be a guest panelist, facilitator, or trainer in an area of your expertise that is relevant to the sector.

NOTE:

CNE board members have fiduciary responsibility for the organization as soon as they join, but good practice and active engagement will evolve and develop differently for each board member throughout his/her board term depending on his/her unique background, experience, availability, and interest. CNE board leadership and the executive director are committed to providing ongoing feedback, support, and encouragement to each board member so that he/she can thrive within the governance "learning lab" that is CNE.