

MONUMENT SQUARE DISTRICT Board Member Agreement

Today's Date _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Board Member Expectations

- 1) Orientation and Training about the Non-Profit Organization's Bylaws, Policies, Leadership Structure, Mission, and Goals
- 2) Board and Committee Meeting Materials Provided in Advance of Scheduled Meetings
- 3) Accurate Financial Reporting Provided Routinely at Board and Committee Meetings
- 4) Compliance with yearly required Internal Revenue Service (990) filing for non-profit/tax exempt organizations.
- 5) Compliance with maintaining an active organizational status and current registered agent with the Ohio Secretary of State's Office.
- 6) Compliance in registering with and submitting annual reports to the online Charitable Registration System through the Ohio Attorney General's Office.
- 7) Roles and responsibilities are well defined for board members, committee members, and staff, including proper and clear delegation of authority.
- 8) Time and resource efficient operation of the non-profit organization.

As a Board Member, I agree to and accept responsibility as follows:

- Attend 80% of scheduled board and committee meetings, including board orientation and training sessions.
- Advocate for this non-profit in the community to build support for this organization.
- Contribute financially to the organization at the capacity in which I am financially able.
- Serve on one committee as a board member.
- Contribute six to ten volunteer hours per month.
- Complete assigned tasks in a timely manner and be prepared for board and committee meetings.