

Friends of DuPage County Animal Care and Control Foundation



Prospective Board Member Agreement:

I, _____, understand that should I be elected to serve on the Friends of DuPage County Animal Care and Control Foundation Board of Directors, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. Specifically, I will:

1. Interpret the organization's work and values to the community in a supportive manner, actively reflecting these values in my personal and professional life, honoring confidentiality at all times. This might include speaking on behalf of the Board or the Foundation if specifically requested to do so by the Chair or Shelter Director. In return, I will share any feedback received by the community to help the organization tailor messages and programs effectively.
2. Attend all board meetings, as well as participate in special projects, assignments and retreats as requested by the Board Chair, to the best of my abilities. If at any point my attendance (or lack thereof) hinders the Board's progress, I will expect the Board Chair to take appropriate action up to and including a request for my resignation.
3. Arrive at meetings well-versed in the issues under consideration and prepared to make decisions in a way that enhances the ability of the board to execute its work, and respond in a timely manner to any communications requiring board participation and/or input.
4. Work in a professional, courteous and respectful manner to support a culture of appreciation. This includes being candid in discussions, but always recognizing and supporting the decisions of the Board and organization regardless of my own vote on any such decision.
5. Ensure that adequate board representation occurs for major fundraising and/or special events and activities by actively participating in or attending these events if requested to do so.
6. Maintain a membership of the Friends of DuPage County Animal Care and Control Foundation as well as making a personal financial contribution at a level that is meaningful to me.
7. Assist the organization in seeking any and all contributions, both monetary and otherwise, that I am able.
8. Act in the best interests of the organization, disclosing any potential conflict of interest to the board, and excuse myself from discussions and votes where a conflict of interest exists.
9. Stay informed regarding DCACC news and updates, animal welfare issues, and other issues relating to animal shelters and humane societies. I will make a concerted effort to educate myself about DCACC's mission, position and policies.
10. Honestly assess my performance as a Board Member on an annual basis.

11. Refrain from intruding in administrative issues that are the responsibility of DCACC and shelter staff, except as it pertains to the Foundation.
12. Serve on at least one planning committee and fulfill commitments within agreed-upon deadlines.
13. Participate in the strategic planning process, providing my ideas, input and evaluation where requested.
14. Observe the parliamentary procedures outlined in the *Robert's Rules of Order* handout.
15. Understand that if I do not fulfill these commitments to the organization, I will expect the Board Chair to discuss my responsibilities with me and take appropriate action, which may include a request for my resignation.

Friends of DCACC Assistance to Board Members:

The organization will assist board members in fulfilling their responsibilities in the following ways:

1. I will be provided, without request, at least monthly financial reports, meeting minutes and an update of DCACC activities and needs that allow me to fulfill my Board responsibilities.
2. Straightforward discussion of the organization's programs, goals, activities and status will occur as appropriate with the Board Chair & Shelter Director on a regular basis. I may request agenda items to the Board Chair or Foundation Coordinator to address specifics of these issues if needed.
3. I will be kept informed of Foundation events, fundraisers and programs and will be provided with a wrap-up summary either via email or distributed at the next board meeting after each is completed.
4. Staff will respond in a timely manner to my requests for information and suggestions as it pertains to the Foundation and its initiatives.
5. I will be provided, upon request, with materials and administrative support that will allow me to effectively seek and secure support and contributions.
6. If the organization does not fulfill its commitments to me, I can call on the Board Chair & Shelter Director to discuss these issues and take appropriate actions.

In agreement (please sign):

Applicant

(Date) _____