**Board Member Job Description & Agreement**

I understand that as a member of the Board of Directors of CDFI, I have a 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 CDFI and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Board member:

1. I will present CDFI’s work and values to the public, government officials, employers, civic leaders, donors, and others. I will help to establish and maintain institutional and political relationships important to CDFI’s success. I will represent CDFI and act as a spokesperson.
2. I will attend at least 75 percent of Board meetings and committee meetings.
3. I will make a personal financial contribution at a level that is meaningful to me.

1. I will advocate for public funding, work to secure employer and philanthropic financial support, and leverage in-kind resources.
2. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest
3. I will participate in developing, approving, and executing a strategic plan.
4. I will participate in hiring the Executive Director, negotiating his or her goals, evaluating him or her, negotiating compensation, and firing him or her. I will actively support the Executive Director and ensure professional development opportunities for them.
5. I will participate in monitoring CDFI’s fiscal integrity. I will help to approve an annual budget, review monthly financial statements, authorize and/or approve contractual relationships, and review an annual independent audit.
6. I will stay informed about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other Board matters.
7. I will work in good faith with staff and other Board members as partners towards achievement of our goals.
8. I will serve on a standing Committee as requested by the Board Chair.
9. If I do not fulfill these commitments to the organization I will expect the Board Chair to call me and discuss my responsibilities with me.

In turn, CDFI will be responsible to me in several ways:

1. I will be sent, without request, timely financial reports and an update of organizational activities.
2. Opportunities will be offered to me to discuss with the Executive Director and the Board Chair the organization’s programs, goals, activities and status. Additionally I can request such an opportunity.
3. The organization will help me perform my duties by keeping me informed about issues in the fields 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 I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to CDFI. Board members and staff will work in good faith with me towards achievement of our goals.
5. CDFI will carry directors and officers liability insurance.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_