



Board and Committee Member Agreement

Board Member Agreement for Pretty Tough Womens Empowerment Co. I understand that as a member of the Board of Directors, I have a legal and ethical 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.

As part of my responsibilities as a board member:

Outreach:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.

Board and Committee Participation:

3. I will attend and prepare for at least 85% percent of meetings and prepare for these meetings by reviewing materials and bringing materials to meetings. I will inform the board in advance of any meetings that I cannot attend.
4. I will be an active member of at least one Committee and will, if asked, be willing to take a leadership role.
5. I will also be willing to accept individual initiatives and to share my professional expertise.

Resource Development:

6. I will help support the resource development of the organization, specifically
 - Make an annual, personally meaningful, contribution to the best of my ability. I will consider the organization one of my top 2-3 charitable commitments.
 - Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, board members, volunteers, and advocates.
 - Actively participate in fundraising activities.



Board Policies:

7. I will excuse myself from discussions and votes where I have a conflict of interest.
8. I will maintain the confidentiality of board deliberations and will support the decisions of the board, including those with which I might have disagreed.
9. I will support, where possible, the recommendations of the committees.
10. I will encourage, enable, and respect the participation and contributions of fellow board members.
11. I will respect and support the Executive Director's authority, communicate ideas about program or administrative activities to the Executive Director rather than to line staff, refrain from making special requests of the staff and avoid discussion of personnel matters with staff.

Active Participation:

12. I will stay informed about what is going on in the organization and developments in fields relevant to the organization. I will ask questions and request information.
13. 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.
14. I will participate in the assessment of my fulfillment of these commitments and will, if asked, agree to step down from the board.

The organization is responsible to the board members in turn, the organization will be responsible to me in the following ways:

1. I will be sent regular financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (To 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 Chair the organization's programs, goals, activities, and status.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field 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 this organization. If for any reason, I am unable to carry out my duties as described in the Board Member Description and this Agreement, I agree to contact the Board Chair in a timely manner.

Confidentiality.

No Use. Recipient agrees not to use the Confidential Information in any way, except for the purpose of continuing helping and staying in contact with.

No Disclosure. Recipient agrees to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than Recipient's employees having a need for disclosure in connection with Recipient's authorized use of the Confidential Information.

Protection of Secrecy:

Recipient agrees to take all steps necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons. It is our duty to protect the sensitive information we receive from the women we help. I understand going against confidentiality will result in law actions being taken.

Training:

Recipients understand that on-boarding training is required to be completed to continue a partnership at the company and is required to be completed every 2 years. All members and supporting staff understand that through the two-year period a small but much needed training on different topics will be given to keep everyone up to date and improve our skills as members.

Fiduciary Duties:

I understand the 4 Fiduciary duties I will be held to. Fulfilling the fiduciary responsibilities of non-profit boards protects the board members from personal liability

Duty of Care
Duty of Loyalty



Duty to Act Lawfully
Duty to Act with/in Good Faith.

Board Member:

I agree to and understand the bylaws and my description and responsibilities as committee lead. I also understand that I am obligated to serve at least one (1) year on the board of directors. And is subject to removal after evaluation, which is explained further in the bylaws. I understand as a committee leader, the members apart of my committee are my responsibility. I commit to only allow committee members I trust and of true character into my committee. I understand I will use my company email for all important communication with those outside of our organization.

Committee Member:

I agree to and understand my description and responsibilities as a committee member. I also understand that I am obligated to serve at least three (3) months as a committee member, and after three months I am free to leave my position or ask to be voted in as a board member. I understand my role is to assist the board members. I understand my main point of contact for issues is my committee Lead.

All:

I understand my duty is to assist the company in becoming better for the community, women, and young ladies we serve. I understand this is voluntary, and no designated pay (unless gifted) is required (different for board members, see bylaws). I understand that I can list this position on my resume. I understand that I will run all major decisions by the founder Esha Wooten before starting or setting them. I understand that I am required to attend at least 85% of the weekly/monthly virtual meetings. I understand for my role I need passion, Integrity, competence, insight, dedication, and effectiveness.

Signature: _____

Date: _____

Name (print): _____

Position: (check one)

_____ Board Member



_____ Committee Member