Sample Board Commitment Form

Think of this form in terms of a job description. Consider using it to educate prospective members about your board’s expectations. Then, ask members to sign it annually to renew their commitment. Each board’s text will differ, depending on your group’s expectations.

Ideally, your governance or board development committee will monitor each board member’s adherence to the guidelines. The form can serve as a tool to highlight areas that stray from expectations.

ABC Organization
Board Commitment Document

As a member of the ABC Organization’s board of directors, I agree to support the mission of the organization. I further agree that I will meet the following expectations:

1. To oversee the programmatic and fiscal well-being of the organization, including:
   a. Review and adoption of policies and programs that further the mission of ABC Organization
   b. Review and approval of the annual budget
   c. Work with staff and volunteers to produce the income required to meet budgeted goals
   d. Recognize that the board of directors partners with ABC Organization’s staff in carrying out its mission and programs, which exist to serve ABC’s clients

2. To attend at least XX% [or _ out of ___] of regularly scheduled board meetings and be prepared to participate by reading materials provided prior to the meeting

3. To serve on at least one committee and actively participate in its work, and seriously consider serving on any task forces that may be established

4. To make an annual financial contribution during the current fiscal year to ABC Organization that is meaningful and significant to me*
5. To participate in fundraising events and secure the interest, service, and financial support of others who appreciate ABC Organization’s mission and programs

6. To contribute an average of [insert # hours] hours per month to board service.

7. To seriously consider serving in board leadership positions

8. To propose candidates who will further ABC Organization’s work for election to the board of directors

9. To agree and adhere to ABC Organization’s conflict of interest and confidentiality policies and its bylaws

10. To ensure the confidentiality of all board and committee discussions

11. To get to know ABC Organization’s staff members, volunteers, participants, programs, and activities

12. To support a culture of respectful dialogue and debate

*In recognition of my responsibility to make an annual financial contribution that is meaningful and significant to me, I pledge to contribute $______________ during the current fiscal year and to pay this pledge in full by [date by which pledge will be fulfilled].

Read, understood, and agreed:

_____________________________  ______________________________
Printed Name                                      Signature

Date:__________________________