Sample Board Agreement

***Ensuring the Future of (YOUR ORG NAME HERE)***

*Board Member Commitment Form – 20\_\_*

I recognize our organization’s ability to change lives is fueled by our success in raising funds in support of programs and operations. Likewise, as a community volunteer in a leadership role, I acknowledge a personal responsibility to contribute to the causes I support. The assistance that I provide may take varying forms. Regardless of their nature, my contributions will be personally significant.

As a board member of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I pledge to the organization and to my fellow directors that I will fulfill the basic board member agreements and additional commitments I have indicated below.

I agree to be supported and held accountable by my fellow directors in fulfilling my agreements.

**BASIC BOARD AGREEMENT: I agree to fulfill the following three (3) agreements:**

* Make a financial contribution at a level that is significant to me.
* Serve as a Table Host and recruit others to be a table host for the annual fundraising event.
* Actively participate on a board committee (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

*Indicate Committee Name(s)*

**ADDITIONAL BOARD COMMITMENTS: I agree to fulfill four (4) additional volunteer duties by participation in fund development as noted on the following page.**

**Please return form to:**

**Please return this form by: \_\_\_\_\_\_\_\_\_\_\_ (date)**

Signed:

*[ Date ]*

**Fund Development Activities**

**MAJOR GIFTS**

* Make a personal gift ($5,000 or more)
* Coordinate major gift campaign (gift of $5000+) directed at 1-2 individuals by year-end.
* Accompany Director on 1 Solicitation Call
* Identify & assist with research about 1 or 2 major individual donor prospects (ongoing)
* Visit 1-2 major donor prospects
* Host an in-home reception for 10-20 donor prospects
* Make a cash/stock/planned gift to the endowment fund

**ANNUAL CAMPAIGN**

* Make thank you calls to 5 donors per month as needed.
* Write acknowledgement notes to 5-10 donors by year-end
* Send annual appeal to 10 personal contacts with a personal note included.
* Identify prospects to attend informational sessions
* Serve as table host or recruit table host for annual fundraising event
* Make a personal pledge to join the giving Circle

**FOUNDATION/CORPORATION PROPOSALS**

* Identify and research 1-2 Foundation/Corporation prospects (ongoing)
* Assist in writing grant proposals or letters of support for proposals submitted (ongoing)
* Participate in site visits to 1-2 Foundation/Corporation funders, by year-end
* Develop a relationship with 1-2 Foundation/Corporation funding prospects

**EVENTS (i.e., name events here…)**

* Participate on one event planning sub-committee. Duties as assigned.
* Obtain one corporate sponsorship, or provide entry to 3-5 corporations for committee/staff visits
* Identify or host 3rd party events (other organizations holding event & contributing proceeds)
* Attend 2 events annually in addition to committee and board meetings

**PUBLIC RELATIONS**

* Draft one article or personal story for newsletter or annual report
* Participate on Marketing & Public Relations Task Force and/or solicit pro bono media

**IN-KIND CONTRIBUTIONS**

* Provide or seek in-kind goods & services such as: gift cards, copy paper, postage
* Host a Board or Committee meeting or a Research Reception

**Please return form to:**

**Please return this form by: \_\_\_\_\_\_\_\_\_\_\_ (date)**

Signed:

*[ Date ]*