

## **The Volunteer Center of Southwestern Fairfield County Board Member Responsibilities Form**

**Our Mission: To serve nonprofit organizations, employers and individuals by coordinating talents with resources and building the capacity of agencies to enhance life in our communities through volunteerism.**

Serving on the Board of Directors of The Volunteer Center (TVC) is affirming a dedication toward strengthening the financial base, infrastructure and support systems fundamental to the continuous improvement of the programs required for the success of the organization. By agreeing to serve on the Board, I am committing to work to help the TVC accomplish its mission and accepting the following responsibilities:

- With my fellow board members, accept fiscal responsibility for TVC by knowing what the budget is and taking an active part in reviewing, approving, and monitoring the budget and fund-raising to meet it. To know and understand that I, along with the other board members, am responsible for the health and well being of this organization.
- Make a personal financial contribution to TVC, recognizing that the intent is for all members of the Board to contribute a personal gift that is commensurate with one's resources. My support tells other benefactors that I am personally invested in the mission of TVC.
- Assist fundraising in all ways possible. It is recognized that it is the obligation of the Board to provide direction to help ensure the financial stability of TVC. Therefore, each board member's goal should be to assist in obtaining \$5,000.00 annually, in contributions to TVC. With the support of other board members and staff this may be accomplished in a number of ways, including:
  - Soliciting donations in person, by phone, or via mail
  - Making introductions to personal contacts for others to request donations
  - Identifying and evaluating prospects such as individuals, corporations, community groups and foundations
  - Assisting others by accompanying them on solicitation calls
  - Making community presentations
  - Securing contributions for the Heart of Gold Award dinner
- Accept my fiduciary responsibilities to this organization and acknowledge my awareness of the fiduciary responsibilities of my fellow board members; recognizing that I have oversight responsibility for understanding and overseeing the implementation of policies and programs.
- My goal is to attend and participate at the Board meetings. It is understood that other commitments may at times prevent attendance. However, it is expected that reasonable advance notice be given to the Board Chair and/or Executive Director and appropriate follow-up be done to stay abreast of the issues before the Board.
- Attend special board functions such as the Annual Meeting held in October and any Board Retreats or special planning meetings, as decided by the Board.
- Support/attend all TVC special events to demonstrate to our stakeholders that the Board is actively involved and supportive of our events.

- Active participation on at least one committee or special projects as defined by the Board. This is the detailed work that allows the Board to focus on the “big picture” and helps us to make sound, guided decisions. The committees are:
  - Executive (the elected officers)
  - Heart of Gold Award Dinner
  - Fall Special Event
  - Marketing
  - Finance/Audit
  - Nominating/Governance
  - Human Resources
  
- Attendance at least one of TVC workshops annually. It is important that I understand and experience first hand the value of TVC workshops and programs so that I may be an effective advocate on behalf of the organization.

I hereby makes the following statement concerning any conflicts of interests I may have relating to my position with TVC. The terms “conflict of interest”, “transaction” and “related party” shall have the meanings ascribed to them in TVC’s Conflicts of Interest Policy. (Please check ONLY ONE box below.)

- NO CONFLICT

I do not have a “conflict of interest”, with respect to any “transactions” between the undersigned, any “related party”, and TVC. Further, neither the undersigned or any “related party” has any conflicting interest with respect to any known, past or anticipated transaction between myself and TVC.

- CONFLICT(S)

Set forth on the attached is a true and complete statement disclosing the names of any of my “related parties” who have had, during the past five years, a “conflicting interest” with respect to any known, past or anticipated “transaction” among myself, any “related person” and TVC and the full terms of any such affiliation.

The success of TVC and our reputation in the community depends upon a dedicated, educated, active Board of Directors. If I am not able to meet my obligations as a board member, I will offer to step down from the Board. By agreeing to be a board member, I am agreeing to work to make TVC as strong as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board Member

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board Chair

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director