

11/17/14 v.2 DRAFT NHMA Board Member "Contract"

Adapted from [The Magazine of American Nonprofits](#)

<http://www.blueavocado.org/content/board-member-contract>

I, _____, understand that as a member of the Board of Directors of The Natural Hazard Mitigation Association, 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 NHMA, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will support the organization's work and values to the hazard mitigation/climate adaptation community of practice, represent the organization, and act as a spokesperson in close collaboration with the NHMA Executive Committee.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of board meetings, actively participate in at least one committee, and attend special events such as the International Hazard Mitigation Practitioners Symposium if possible. Typically my responsibilities towards NHMA will not take more than an average of 8 hours per month.
4. Each year, but no later than Thanksgiving of each year and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me; I am the sole judge of what is meaningful to me. I will consider NHMA to be one of my most important charities.
5. I will actively participate in NHMA fundraising and grant seeking activities.
6. I will recuse myself from discussions and votes where I have a conflict of interest.

7. I will stay informed about what's going on in the organization. I will ask questions and request information. 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.

8. I will work in good faith with staff and other board members as partners toward achievement of our goals.

9. If I don't fulfill these commitments to the organization, since my participation in NHMA is in the nature of a "Sacred Trust", I will work with the NHMA President and fellow Board Members to seek a path towards resolution.

In turn, NHMA will be responsible to me in the following ways:

1. I will be sent, without having to request them, annual financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must 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 committee and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.

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. Board members and staff will work in good faith with me toward achievement of our goals.

5. If the organization does not fulfill its commitments to me, I am encouraged call on the NHMA president and executive committee members to discuss the organization's responsibilities to me.

Signed: by _____, Board Member

Date _____

and by _____, President, NHMA

Date _____