**Board Member Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as a member of the Board of Directors of the Cultural Council of Greater Jacksonville that 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.

**General Expectations**

1. Support the mission, purpose, goals, policies, and programs, while knowing its strengths and needs.
2. Suggest possible nominees to the board where are men or women of achievement who can make significant contributions to the work of the board and the progress of the CCGJ.
3. Attend all board meetings; serve actively on committees as requested by the Chair.
4. Provide input and feedback to the Chair on the performance of staff members.
5. Attend activities and events sponsored by the CCGJ whenever possible.
6. Attend Sunshine training and abide by Sunshine laws in dealing with city business.

**Meetings**

1. Prepare for and participate in board and committee meetings, including appropriate organizational activities.
2. Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
3. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

**Avoiding Conflicts**

1. Serve the CCGJ as a whole rather than any special interest group or constituency.
2. Avoid even the appearance of conflict of interest that might embarrass the board or the CCGJ, and disclose any possible conflicts to the board in a timely fashion.
3. Never accept (or offer) favors or gifts from (or to) anyone who does business with CCGJ.

**Fiduciary Responsibility**

1. Exercise prudence with the board in the control and transfer of funds.
2. Faithfully read and understand the CCGJ’s financial statements and otherwise help the board fulfill its fiduciary responsibility.

**Fund Raising**

1. Make an annual gift to the CCGJ according to personal means, but no less than the minimum amount established by the board for its members, and with the realization of the leadership role the board must play in fund development.
2. Assist the CCGJ by implementing fund raising strategies through personal influence with others.
3. Participate actively in all fund raising special events, programs, and activities.

If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Board of Directors.

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

1. All pre-read materials for the board meetings will be sent one week in advance of the meeting.
2. Opportunities will be offered to me to discuss with the executive director 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 can call on the board president and executive director to discuss the organization's responsibilities to me.
6. The organization will provide directors and officers liability insurance.

**Signed:**

**Member, Board of Directors, Cultural Council of Great Jacksonville Date**

**Chair, Board of Directors, Cultural Council of Great Jacksonville Date**