

2022 Board of Directors Contract

I, _____, understand that as a member of the Board of Directors of AIA San Francisco, 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.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community and represent the organization as an ambassador to members, allied professionals, prospective members, and the general public.
2. I will understand the value of the organization and the needs of our membership, speaking out for their interests, and hold the organization accountable.
3. I will attend at least 75 percent of board meetings, and will notify the board president in advance of any anticipated absence.
4. I will participate in various special events and committee programs throughout the year. I may be asked to serve as a board liaison to a Chapter committee or special projects of the board.
5. I will actively participate in chapter fundraising activities and assist with overall donor/sponsor development. All board members will be offered fundraising training. I understand that each board member has a goal to aid in raising a minimum of \$10,000 in kind or direct funding. I will also have an option to make a personal or professional financial contribution at a level that is meaningful to me.
6. I will excuse myself from discussions and votes where I have a conflict of interest, as outlined in the AIASF Conflict of Interest Policy.
7. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate and take responsibility for making decisions on issues, policies, and other matters.
8. I will work in good faith with staff and other board members as partners toward achievement of our goals.
9. I understand that tenure and service on the board of AIASF is on a volunteer basis and is in no way tied to compensation, incentives, or bonuses, financial or otherwise.
10. As a volunteer leader, I recognize that all rights to intellectual property created while using AIASF volunteers or funding will remain exclusively the property of AIASF.
11. If I don't fulfill my commitment, I will expect a call from the board president to discuss my responsibilities.

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AIA San Francisco will be responsible to me in the following ways:

1. I will be sent regular financial reports that allow me to review AIA San Francisco's financial position.
2. I can call on the executive director and the board president to discuss program and policy, goals, and objectives.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization.
5. D&O insurance will be provided.

Signed by _____ Date _____
AIASF Board Member

Cosigned by _____ Date _____
2022 AIASF Board of Directors President