



## **BOARD OF GOVERNORS Member Service Agreement and Commitment Form**

We strive to create and maintain a strong, active Board of Governors, committed to RWCNS's mission, values, and vision. Board service is a three-year term.

### Time Commitment (estimated four hours/month on average)

- Attend at least 75% of Board meetings and Board sub-committee meetings; inform the Board in advance of absence;
- Serve on at least one Board sub-committee;
- Attend Board-sponsored all-school events and fundraisers (e.g., Harvest Festival, May Fair, auction, All-Family meetings);
- Attend Board training events, including annual retreats and strategy sessions;
- Be prepared to engage in meetings by reviewing meeting materials in advance;
- Write one newsletter article per year (approximately 500 words); and
- Attend one staff meeting per year (1.5 hours).

### Service Commitment

- Support RWCNS's mission, vision, and values;
- Fulfill the duties of care, obedience, and loyalty;
- Read and understand financial statements;
- Participate in strategic thinking and planning;
- Serve as an ambassador in the broader community; and
- Work to develop new leadership.

### Personal Commitment

- Contribute to a cooperative Board culture where questions and discussions are encouraged;
- Demonstrate respectful and courteous conduct in all Board and Board sub-committee meetings;
- Publicly support the decisions of the Board;
- Support Board sub-committee recommendations when possible;
- Respect and support the Executive Director's authority, refrain from intruding on administrative issues that are the responsibility of management, communicate ideas about program or administrative activities to the Executive Director, refrain from making special requests of the staff, and avoid discussion of personnel matters with staff; and
- Act in good faith to learn and appreciate The Ruth Washburn Way.

#### Resource Development Commitment

- Contribute to fundraising efforts (planning and executing events, financial contribution, and/or securing sponsors/donors);
- Contribute to the Board auction basket (approximately \$25); and
- Help identify and cultivate relationships to support the organization as donors, Board members, volunteers, and advocates.

#### RWCNS's Commitment to Board Members

- Advance notice of all meetings, as required by bylaws;
- Minutes of all Board meetings;
- Sufficient onboarding and training to ensure each Board member has the information needed to be effective and successful;
- An open-door policy for questions and concerns and timely, direct answers; and
- Cooperation from Board leadership and staff to achieve RWCNS's goals.

Signing this document is a statement of understanding and good faith by incoming Board members and current Board leadership.

I understand that as a member of the Board of Governors I have a legal and ethical responsibility to ensure RWCNS does the best work possible in fulfilling its mission and pursuing its goals. I will work in good faith with other Board members and staff to move RWCNS forward toward our goals. I will act responsibly and prudently as its steward. My behavior as a Board member will be consistent with RWCNS's values and mission. I understand I am making a three-year commitment and will do my best to fulfill my obligation. If RWCNS does not fulfill its commitments to me, I will call on Board leadership to discuss the organization's responsibilities and create an action plan.

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. I have read RWCNS's bylaws and understand they are legally binding. I may be removed from the Board if I have three or more absences from Board meetings in a year, or by a two-thirds vote (at a regular or special meeting, as defined in the bylaws).

**Member, Board of Governors, Ruth Washburn Cooperative Nursery School**

Signature/Date

**President, Board of Governors, Ruth Washburn Cooperative Nursery School**

Signature/Date

(The Board President signs two copies of this agreement for each Board member. Each new Board member signs both, returns one copy to the Board president, and keeps the other for reference.)