

EXPECTATIONS AGREEMENT FOR BOARD MEMBERS

The National Alliance on Mental Illness of Greater Des Moines [NAMI GDM] has adopted the following Expectations Agreement that all Board members must agree to adhere to by signing below:

1. Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collaborative cooperation and care. This includes:

- a) Maintaining organizational membership
- b) Participating fully in one or more committees of the Board.
- c) Making attendance at agency meetings a high priority, agreeing to attend at least 75 percent of all board meetings, committee meetings of which they are a member, agency fundraisers and other special events.
- d) Being prepared to discuss the issues and business on meeting agendas, having read the materials distributed in advance.
- e) Giving a personally meaningful financial donation annually
- f) Participating in fundraising activities by assisting with grant writing, fundraiser event planning and/or recruiting at least one event sponsor or team.
- g) Cooperating with and respecting the opinions of fellow Board members and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- h) Putting the interests of the organization above personal interests in Board and committee decision-making.
- i) Serving as an advocate for NAMI GDM to increase community awareness of its mission.
- j) Representing the organization in a positive and supportive manner at all times and in all places.
- k) Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- l) Observing established lines of communication.

2. Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with NAMI-GDM. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of NAMI GDM and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision-making will be informed about the conflict, and through an annual procedure for all Board members to disclose conflicts of interest.
- b) It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board member receives compensation from NAMI GDM, such compensation will be determined by and approved by the full Board in advance.
- c) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.

- d) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- e) Any new Board member will be advised of this policy during board orientation and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- f) This policy shall also apply to any Board member’s immediate family or any person acting on his or her behalf.

3. Prohibition Against Sexual Harassment

NAMI GDM strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization’s policy to emphasize that sexual harassment is specifically prohibited. Any board member who engages in discriminatory or harassing conduct in activities related to NAMI GDM is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Governance Committee.

4. Confidentiality

Board members are reminded that confidential financial, personnel, and other matters concerning the organization, donors, staff, or clients/consumers, may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of NAMI GDM, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization’s governing documents.

Signature

Date

Board Member

President, Board of Directors

The board chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board chair, and keep the other for reference. Signing the agreements ensures that board members will read them, and is a symbolic gesture about their importance.

Adapted from the “Sample Conduct Policies for Board Members” (2010) of the National Council of Nonprofits.

Board Member Commitments

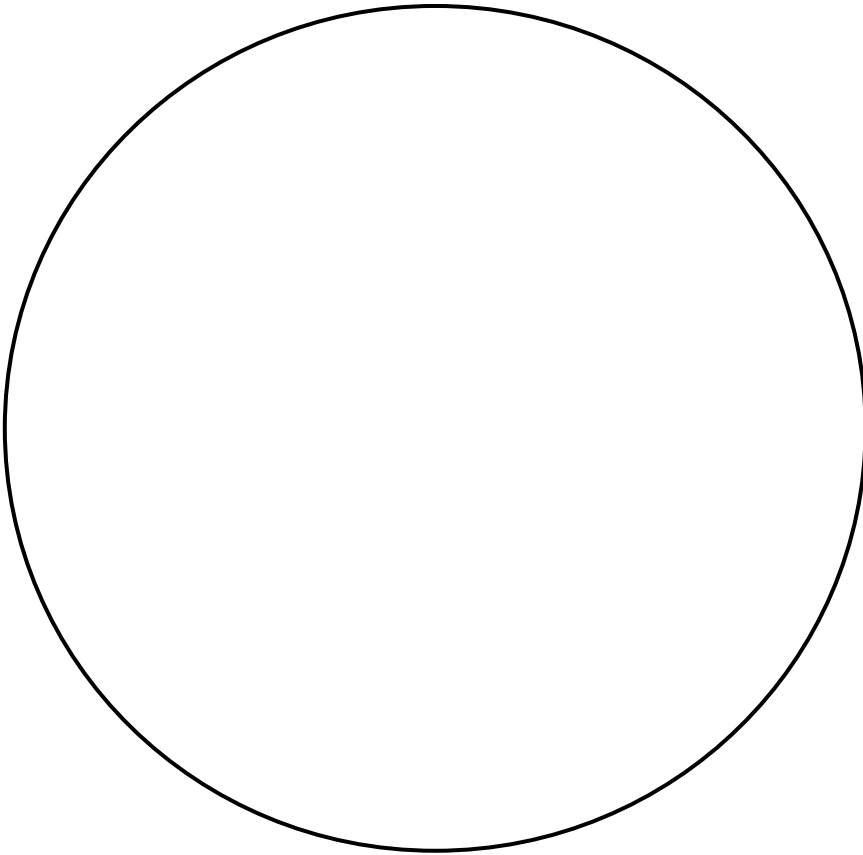
The Board of Directors' primary responsibilities are to determine the organization's mission and its policies; to set the organization's overall program for the year and engage in long-term planning; to establish fiscal policy; to provide adequate resources for the activities of the organization; and to develop and maintain communication links to its constituencies and the community. (Source: Iowa Principals and Practices for Charitable Nonprofit Excellence)

The time, financial resources, personal and professional connections each BOD member is able to contribute will vary. Below you will find a blank pie chart. Please use this template to communicate the resources you are able to contribute to NAMI of Greater Des Moines in 2018. Include a brief description of your contribution in the text boxes.

Time: The amount of time you are able to contribute to the organization. Includes committee participation, attending agency meetings and events, volunteering to facilitate classes / support groups, event planning and implementation, resource tables at community events, etc.

Financial Resources: Secure the resources necessary to ensure the financial viability of the organization and its programs via fundraising activities and/or grant writing. Give a personally meaningful donation annually.

Network: Leverage personal connections and professional expertise necessary to ensure NAMI Greater Des Moines achieves its mission.



Time:

Financial Resources:

Network:
