

**Northern Alaska Environmental Center**  
*Board member agreement*

I, \_\_\_\_\_, understand that as a member of the Board of Directors of the Northern Alaska Environmental Center, 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 mission of the organization and I will act responsibly as its steward. My behavior as a board member will be consistent with the values and mission of the organization.

**I understand that my responsibilities as a board member include the following.**

**I am legally responsible** for the Northern Center in the following ways:

- **Duty of Care:** Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed decisions.
- **Duty of Loyalty:** Board members must give undivided allegiance to the organization when making decisions affecting the organization. Board members must prioritize the interests of the organization over any personal, professional, or other interests.
- **Duty of Obedience:** Board members must ensure that the organization acts in compliance with articles of association, by-laws, and applicable laws. Board member must also ensure that the organization remains committed to its established mission.

I will sign the organization's conflict of interest policy annually, disclose any potential conflicts, and remove myself from decisions that create or appear to create a conflict of interest.



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I will avoid any campaigning for political candidates in the organization's name or with any resources of the organization.

**I am ethically responsible** for the health and wellbeing of the organization and committed to its mission: *The Northern Alaska Environmental Center promotes conservation of the environmental and sustainable resource stewardship in Interior and Arctic Alaska through education and advocacy.*

**I am financially responsible** for this organization, including for any debts incurred by the organization. It is my duty to understand the organization's budget, help develop an annual budget, and help fundraise to meet the budget.

I will maintain active membership with the organization and I will make a personal financial contribution each year at a level that is meaningful for me. I will help raise money and resources for the organization in ways that best match my skills and desires. These may include individual solicitation, helping with special events, or writing appeals.

**I am committed to active participation.** I will work to learn about the history and structure of the organization, as well as its campaign work. I will get up to speed on issues affecting the organization and maintain a level of understanding that will allow me to provide effective direction and decision-making for the organization.

I will review staff reports and board documents and conduct my own research as needed to make decisions on issues, programs, and other matters. I will ask questions, offer ideas, and raise concerns.

I will actively participate in at least one board committee and will attend at least 75 percent of board and committee meetings. I will notify the board president or committee chair at least one day in advance if I will be absent. I will volunteer for needed tasks and complete them in a timely manner.

I will participate in the annual assessment of board effectiveness and the annual performance review of the executive director. I am committed to serving my two-year



term; if I am unable to complete the term, I will notify the board president of my last day of service.

**I am committed to building relationships built on trust and respect** within the organization and in the broader community. I will work in good faith and use respectful communication with staff and other board members as partners in achieving our shared goals.

I will work to understand and effectively articulate the mission, values, programs, and policies of the organization to the broader community. I will represent the organization in the community and promote the organization's work.

I will respect the work of staff, board members, and volunteers who have contributed to the organization's success since its founding and will build on that work in pursuing the organization's goals.

**In turn, the Northern Alaska Environmental Center will be responsible to me in the following ways.**

Upon joining the board, I will be provided an orientation that includes introductions to staff members and program work, board members, and board committees, as well as documents related to the organization's history, structure, and positions.

The Northern Center will provide board member liability insurance, which offers protection to non-profit volunteers for harm caused by their actions on behalf of the organization.

Board and committee meetings will be well run and productive. Agendas and relevant materials will be sent to me one week ahead of scheduled meetings. Board and committee members will arrive on time and communicate effectively with one another to stay on task and accomplish agenda items.

Timely and accurate financial statements will be provided at least quarterly, and I will be trained to read and interpret these statements.



The organization will help me stay informed about relevant issues and trends and provide opportunities for professional development. Staff reports will be provided on a regular basis, and I will be given opportunities to discuss programs, goals, and activities with board leadership and staff.

Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and ethical responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.

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 with me.

### Signatures

Board member: \_\_\_\_\_

Date: \_\_\_\_\_

Board president: \_\_\_\_\_

Date: \_\_\_\_\_

New board members and the board president will sign two copies of this agreement. One copy will be kept at the Northern Center and the other will be kept by the board member for reference.

Adapted from documents of the Northern Alaska Environmental Center, Raven Hill Discovery Center, and Good Beginnings of Central Vermont. Last updated December 2, 2018



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