



Mancos Valley Dragonfly Preschool

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Individual Board Member Responsibilities

It is the desire of the Mancos Valley Dragonfly Preschool (MVDP) board that members contribute to the organization through one or more of the non-profit “Three Ws”: Wealth, Work, and/or Wisdom. Additionally, MVDP Board members are asked to commit to meeting a majority of the following responsibilities.

1. Attend and participate in a majority of MVDP Board meetings and confirm attendance or absence with Board President.
2. Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and audit.
3. Be informed about the organization's mission and programs.
4. Review agenda and supporting materials prior to Board meetings and be prepared to participate.
5. Serve on a committee and offer to take on special assignments.
6. Accept responsibility for fundraising to accomplish the organization's mission and goals.
7. Attend a majority of MVDP special functions and events.
8. Inform others about the organization and be an ambassador in the community.
9. Assure the continuity of the Board and suggest possible nominees who can make significant contributions to the work of the organization.
10. Evaluate the performance of the Board and School Director annually.
11. Sign, be aware of, and follow organizational policies, especially conflict of interest and confidentiality policies set to protect the privacy of Board members and school families.
12. Understand and respect the lines of authority and communication for Board and staff.
13. Keep up-to-date on developments in the organization's field.

Individual Board Member Pledge

I understand that every member of the Board of Directors agrees to the following responsibilities:

1. In my fiduciary role, I, along with the other Board members, am fiscally responsible for this organization. It is my duty to know our financial position, be active in approving and managing the budget and be active in fundraising to meet the budget.
2. In my fiduciary role, I am legally responsible, with the other board members, for this organization. I'm responsible to understand and approve all policies that guide the organization's decisions. I know that if I fail in my tasks, and the organization becomes a subject of a lawsuit from a private person, organization or from the federal, state or local government, I may be held personally liable. I will help assure legal compliance by maintaining and adhering to MVDP's articles of incorporation and bylaws, maintaining 501(c) 3 tax exempt status, complying with all applicable laws and reporting requirements and maintaining adequate insurance for general liability and Directors and Officers liability.
3. I am morally responsible for the health and well being of this organization. I will participate in planning to develop strategic and annual plans and evaluate progress toward goals.
4. I will give what is for me a significant donation. I will contribute to all special appeals and events as part of my annual donation.
5. I will actively engage in fundraising for this organization, in whatever ways are best suited to me.
6. I will attend a majority of board meetings every year and be available for additional consultation. I understand that my commitments to this board will involve a good deal of time -- probably at least 8 hours per month. This includes the 2 hour board meeting once a month.
7. I will do what I say I will do.
8. I understand no quotas have been set, that no rigid standards of measurement and achievement have been formed. Every board member is making a statement of faith to every other board member. We trust each other to carry out the above agreement to the best of our ability, each in our own way, with the knowledge, approval and support of all. I know that if I fail to act in good faith, I must resign or someone from the board may ask me to resign.

In exchange for fulfilling the above listed responsibilities, **MVDP is responsible to me in a number of ways:**

1. I will be sent, without request, regular financial reports that allow me to meet the prudent person requirements of the law.
2. I will be given timely notice of all meetings and events.

3. I will be offered training and educational opportunities to enhance my Board role.
4. MVDP will maintain the systems necessary for fundraising and other key Board functions.
5. I can call on the leadership of MVDP to discuss issues, policies, goals and objectives.
6. Board members and school 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, and moral responsibilities to this organization.
7. All Board discussions will be carried out in a professional and civil fashion.

By signing this document, I agree to follow and be guided by the above responsibilities.

Board Member's Signature

Date