



NAFC Board Commitment

I, _____ understand that Board member engagement and participation is integral to the Board's leadership success. Therefore, each Board member is expected to fulfill the following responsibilities (as outlined in Policy 2.6):

1. **Commitment:** Board members are expected to, upon appointment to the Board and annually, sign a Letter of Commitment indicating that they have reviewed and commit to abide by NAFC's Bylaws and these Governing Policies, including *Code of Conduct* and *Conflict of Interest* provisions, as may be amended from time to time.
2. **Attendance:** Board members are expected to attend Board meetings on a regular and punctual basis. Absence from more than one-third (33.3%) of the Board's regularly scheduled meetings in any calendar year will constitute that member's resignation from the Board. *(A) In case of extenuating circumstances, a Board member subject to removal may request a waiver to this provision. Waivers may be granted only by vote of the Board.*
3. **Preparation and Participation:** Board members are expected to review agenda materials in advance of Board and committee meetings and to participate productively in discussions.
4. **Ambassadorship:** Board members are expected to be alert to member and constituent concerns that can be addressed through NAFC's mission and Ends, to help communicate and promote NAFC to members, prospective members and other constituents, and to support NAFC's public policy agenda.
5. **Responsiveness:** Board members are expected to be attentive to Board communications and respond promptly to staff and Board member requests for feedback or assistance.
6. **Members as Individuals:** The CEO is accountable to the Board as a whole and not to individual Board members. Therefore, the relationship between the CEO and individual members of the Board, including the Chair, is collegial and not hierarchical.
7. **Volunteerism:** Board members may volunteer as individuals in operational capacities. In such situations, they are subject to the direct supervision of the CEO or responsible staff person.
8. **Members in Good Standing:** Board members are expected to ensure their NAFC membership, as applicable, (or that of the entity for which they serve as officer, director, employee, or owner) remains in good standing.
9. **Professional Standing:** A board member who has professional or personal circumstances that jeopardize the reputation of the NAFC will put the interests of NAFC ahead of their own, and offer to take a leave of absence, or resignation, as may be appropriate due to the circumstances.
10. **Contributions:** Each Board member is expected and required to make an annual personal financial contribution as a tangible demonstration of their commitment to the organization. Board members are expected to contribute at a level that is personally meaningful, and to ask others to join them in contributing to NAFC.
11. **Participation in Organizational Activities:**
 - A. In addition to Board meetings, board members are expected to: attend the annual Summit, serve on at least one Board Committee
 - B. Board members are also encouraged to: attend at least one C.A.R.E. Clinic, support/participate in NAFC's legislative advocacy activities.

Signed: _____
Member, Board of Directors

Date



NAFC Board Conflict of Interest

I, _____ understand that Board members must avoid any conflict of interest with respect to their fiduciary responsibility. Therefore, each Board member is expected to follow the following as outlined in Policy 2.5

- A. There must be no self-dealing, or procurement by NAFC of any Board member's business or personal services except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
- B. When the Board is to decide an issue about which a member has an actual or potential conflict of interest, that member shall disclose the conflict to the Board and absent herself or himself without comment from not only the vote, but also from the deliberation.
 - i. A conflicting interest exists when a Board member or a related party has a beneficial financial interest in the transaction of sufficient significance that it would reasonably be expected to exert an influence on that Board member's judgment if he or she were called upon to vote on the matter. Related parties include the Board member's spouse/significant other, parents, children, siblings, siblings of the parent or spouse, and all other persons or entities in which the Director has an interest, partner, agent, or employee, or exerts control or influence, either directly or indirectly.
 - ii. In case of a dispute regarding the existence of a real or perceived conflict of interest, the Board shall consider whether a conflict is present, and the vote of the disinterested members of the Board shall be final. The individual with the potential conflict of interest shall not vote.
 - iii. Board members must not exert undue influence to obtain staff employment for themselves, family members or other individuals. Should a Board member apply for staff employment, he or she must first resign from the Board.

Declared area of conflict:

Signed:

Member, Board of Directors

Date