



## Apple Playschools Board Member

### Memorandum of Understanding

I understand that as a member of the board of trustees of Apple Playschools, I have a legal and ethical responsibility to ensure that the organization applies best practices in pursuit of its mission. I will act responsibly as a steward of the organization's mission.

As part of my responsibilities as a board member I agree that Board general roles include:

- Ensuring effective **organizational planning** by regularly actively participating in an overall planning process and assisting in implementing and monitoring the plan's goals.
- **Supporting and evaluating** the Executive Director, ensuring that he/she has the professional support he/she needs to further the goals of the organization.
- Providing proper **financial oversight** by developing and approving the annual budget and ensuring proper financial controls are in place (e.g. conflict of interest policies, whistleblower policies, document retention, and destruction policies)
- Ensuring adequate resources by **giving and getting** adequate resources (both people and funds-time, talent, treasure) for the organization to fulfill its mission.
- **Recruiting, nominating, orienting, and mentoring** new board members and assessing the board's performance, whereby all members have a responsibility to articulate prerequisites for candidates, and orient new members.
- Periodically and comprehensively evaluating its own performance as a board, and evaluating my own role as a board member.
- Act as an **ambassador** for the organization, interpreting its mission and values to the community
- Act in the best interests of the organization and excuse myself from discussions or votes where I have a conflict of interest
- Be an active participant in policy-making, discussions and other board business
- Work in good faith with other board members and staff members

As part of my responsibilities as a board member I agree my Specific Duties are:

1. Attend all board meetings and arrive informed, by asking questions about the organization's mission, services, policies, programs, and review agendas and supporting materials prior to board and committee meetings. 12 meetings x 1.5 hours each	18 hours
2. Volunteer to take special assignments, participate in texts, phone calls, emails and meeting related to these special projects. 12 months x 3 hours	36 hours
3. Attend at least 2 special events 2 events x 4 hours	8 hours

4. Speak at events, guest blog post	optional
5. Volunteer at Organization 1 hour per month 12 months x 1 hour	optional
6. To the best of ability contribute resources by: a. give a personal financial contribution of at least \$50 per year b. get others to give to the organization	
7. Annual Board Retreat and Strategic Planning	8 hours
8. Attend at least 2 nonprofit classes per year	optional
TOTAL HOURS	70 hours per year
Total Annual Hours Commitment	70-85 hours per year
Monthly	5-8 hours per month

To help me with my responsibilities, the organization will:

- Send me quarterly financial reports and packets summarizing recent activity before each board meeting
- Offer me opportunities to discuss the organization's programs, goals, activities and status with the executive director and the board chair
- Help me stay informed of best practices within the sector and our areas of business
- Offer me opportunities for professional development
- Respond in a forthright manner to my requests for information that will help me carry out my duties and responsibilities as a board member

If I do not fulfill my commitments to the board and the organization, I will expect that my tenure will be reviewed by the board chair and/or the full board.

If the organization does not fulfill its commitments to me, I am empowered to initiate a discussion with the board chair and executive director.

**Signed:**

\_\_\_\_\_  
**Board Member**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Chair**

\_\_\_\_\_  
**Date**