

**COLLEGE AND UNIVERSITY WORK/FAMILY ASSOCIATION
BOARD MEMBER'S RESPONSIBILITIES**

GENERAL EXPECTATIONS

Know the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.

Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and the organization's progress.

Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.

Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures. All matters of potential significance should be called to the attention of the board's elected leader as appropriate.

Follow trends in the organizations' field of interest.

Bring a sense of humor to the board's deliberations.

INVOLVEMENT AND PARTICIPATION

Serve for a term of three years.

Attend the Annual CUWFA Board meeting held prior to the annual conference unless a required obligation or extenuating circumstances prevents attendance.

Participate in audio Board meetings scheduled 3 times a year unless a required obligation or extenuating circumstances prevents attendance.

Plan to serve on one Board committee.

MEETINGS

Prepare for and participate in board and committee meetings, including appropriate organizational activities.

Ask timely and substantive questions at board and committee meetings consistent with their conscience and convictions, while supporting the majority decision on issues decided by the board.

Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so.

Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

AVOIDING CONFLICTS

Serve the organization as a whole rather than any special interest group or constituency.

Avoid even the appearance of a conflict of interest that might embarrass the board or the organization. Disclose any possible conflicts to the board in a timely fashion.

Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate even though not necessarily obliged to do so by law, regulation, or custom.

Never accept (or offer) favors or gift from (or to) anyone who does business with the organization.

FIDUCIARY RESPONSIBILITIES

Exercise prudence with the board in the control and transfer of funds.

Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

++Taken from the NCNB Governance Series booklet by Richard T. Ingram, "Ten Basic Responsibilities of Nonprofit boards"

CODE OF COOPERATION

1. Every member is responsible for the Board's progress.
2. Come prepared.
3. Listen to and show respect for the views of other members—be an active listener.
4. Be creative—criticize ideas, not persons.
5. Ask questions when you do not understand.
6. Maintain confidentiality of sensitive issues.
7. Always strive for win-win situations.
8. Have fun.
9. No rank in the room.
10. Encourage participation of all; reach out to new board members.
11. Be professional and support direct communication.
12. Discuss, dialogue, and encourage free succinct participation.

1/25/00

Amended 2/1/00, 12/20/11