



Board Member Policy

Approved By: TRM Board of Directors

Date Approved: 6/1/2019

Three Rivers Montessori Board Member Contract

I, _____, understand that as a member of the Board of Directors of Three Rivers Montessori, 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 purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a good and positive spokesperson. Personal and student issues will always remain confidential, even after leaving the Board.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will make every effort to know and attend board meetings, committee meetings, and special events and not miss more than 2 meetings consecutively in a year or be ineligible to continue as a Board Member. If I should miss a meeting, I will read the meeting packet and meet with the Board Chair to cover any information that was missed before the next meeting.
4. I will actively participate in one or more fundraising activities.
5. I will stay informed about what's going on in the organization. I will ask questions and request information that is not clear. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns. If possible, I will personally also try to make a meaningful donation to the school.
6. While I am a member of this board, I will make every effort to vote in every public election.
7. I will work in good faith with staff and other board members as partners toward achievement of our goals.
8. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.
9. Any material created for or given to me from TRM, during my tenure, is property of Three Rivers Montessori, and will be returned upon leaving the Board for any reason.

The organization is responsible to the board members for . . .

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.



3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.

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

5. 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 to me.

Signed: by _____, Board Member

Date _____

and by _____, Chair of the Board of Directors

Date _____

The board chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board chair, and keep the other for reference. Signing the agreement ensures that board members will read them, and is a symbolic gesture about their importance.

