

*Tapestry Folkdance Center 209.a.
Board Member Commitment Letter*

Adopted: December 18, 2017

Reviewed:

Revised:

TAPESTRY BOARD MEMBER COMMITMENT LETTER

This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Tapestry Board of Directors. This document is not intended to be a formal contract but rather a set of expectations set forth for all existing and future board members.

As a member of the Tapestry Board of Directors, I am fully committed and dedicated to the mission of Tapestry Folkdance Center. I pledge to help Tapestry carry out the mission, consistent with the functions of the office of board member as stated in the Tapestry Bylaws.

The role of the board

As a board member of Tapestry, I have both the opportunity and the obligation to hire and evaluate the Executive Director, help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, treasure and relationships. I speak with one voice with the Board.

The role of staff

I understand that the Executive Director is responsible, under the board's direction, for providing input into a long-range plan, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

Preparation

I will complete, or have already completed, the Board Member Bootcamp training offered by Propel for Nonprofits.

I have read thoroughly and will comport myself in accordance with Tapestry policies.

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

Fiscal and program oversight

Together with my fellow board members, I am responsible for the fiscal oversight of Tapestry. I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of Tapestry's fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

Active participation in board meetings

I will attend scheduled board meetings, workshops, and retreats, be available for consultation by phone and email, and serve on at least one committee of the board where I can apply my special skills, perspective and experience. I will come prepared to discuss the issues and business at hand.

Active participation in major events

I will attend Tapestry's major public events and fundraisers and will actively encourage support and attendance by my friends and colleagues as well.

Positively represent the organization

As a board member, I know that I am an ambassador for the organization, and I will strive to represent Tapestry in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or the Executive Director.

Financial support

I will work with relevant members of the board and staff to come up with a giving plan that is reasonable for my personal situation.

Overall fundraising efforts. I expect to be actively involved throughout the year in some aspect of Tapestry's fundraising efforts. More particularly, I will help identify and cultivate potential supporters.

Annual campaigns. I will make what is for me a substantial financial donation to Tapestry each year to signify that the organization is a personal philanthropic priority.

Capital campaigns. I understand that board members are expected to participate actively in the organization's capital campaigns.

Support the staff

I recognize the significant obligations of the staff in carrying out Tapestry's work, and I will do my best not to interfere with the staff's operating responsibilities. I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the Board or the Executive Director.

Uphold confidentiality and Bylaws

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to others unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's Bylaws, and I agree to operate in conformity with them.

Tapestry Folkdance Center's Commitment to its Board Members

As part of the organization's execution of its mission, Tapestry makes the following commitment to its board members:

- Tapestry will provide you the opportunity for meaningful and rewarding service to the mission and the community.
- Tapestry will provide you in a timely way with the information you need to be an effective board member, including paying for Board Member Bootcamp training.
- Tapestry will be diligent in making the best possible use of the assets you make available to the organization, whether those be assets of time, wisdom, experience, relationships, or money.
- Tapestry will schedule meetings in advance, and will start and end meetings on time, unless a majority of those present at the time elect otherwise.
- Tapestry will make every effort to keep meetings brief, relevant, interesting and impactful.
- Tapestry will respond to the best of its ability to your questions and concerns.
- Tapestry will encourage your feedback and constructive criticism.
- Tapestry will do its utmost to be an organization of which all of us can be proud.

Commitment

By signing this document, I am acknowledging that board service implies a three-way commitment from board members individually, board members collectively

and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy. Furthermore, I request that the commitments in this letter be made part of an annual evaluation of my service as a board member.

Signed: _____ Date: _____
(Board Member)

Signed: _____ Date: _____
(Board President)

Signed: _____ Date: _____
(Executive Director)

Change Management Chart

Date	Change	By Whom
12/18/2017	First Adoption	Tapestry Board