

Sample Board Member Commitment Letter

Using RASIC Language

Member Name: _____

Date: _____

As a board member, I agree and commit to performing the governance roles I am responsible and have authority for, including:

- Honoring the board’s role as a policy and governance board and respecting roles the board has delegated to staff, board committees, and volunteers in managing operations and specific tasks and activities.
- Overseeing the organization’s finances and approving and monitoring the budget.
- Supervising, evaluating, and approving compensation for the Executive Director.
- Fostering a culture that embraces learning through impact-focused evaluation and benchmarking, including development and monitoring of the strategic plan.
- Working collaboratively with the Executive Director to develop and maintain governance systems that value and engage staff and provide clear lines of authority and responsibility.
- Fostering board leadership and growth, including board recruitment.
- Leading Executive Succession processes (both emergency and planned).
- Serving on a board committee.

I have read and agree to all the commitments and responsibilities outlined in my Board Manual and further, I agree to:

- Actively review 100% of all meeting materials to remain knowledgeable about the organization and its operations.
- Act as a positive ambassador for the organization and its goals and decisions.
- Respond within ___ hours of receiving an email or phone call from a fellow board member, staff, or volunteer.
 - I prefer to communicate by _____ (email, phone, text, other).
 - Email:
 - Phone number:
 - Mailing Address:

As a volunteer, I am also willing to consult, inform, or advise the staff or volunteers who have responsibility and authority as they manage the work of the organization. I am also willing to be assigned tasks that have been prioritized through and in support of systems and processes and plans developed and authorized by the board.

Activities in support of the organization’s work may include:

- Researching something relevant and valuable to inform programmatic or project-based work.
- Helping to design or develop a new tool or resource.
- Doing project or event-based work on the ground and in the community in support of board-approved strategic goals and work plans and directed by staff.
- Other activities in support of staff-led efforts.
- With this in mind, I will:
 -

My support of the organization’s financial sustainability will be demonstrated by the following actions, I will:

1. Make a gift by December of this year that’s commensurate with my financial ability and comfort.
2. Personalize solicitations for donation letters.
3. Make thank you calls and/or write thank you notes to existing donors, members, or volunteers.
4. Actively introduce staff to people in my networks who can add value to the organization’s mission and work.
5. Attend community outreach and donor cultivation events.
6. Other:

Board Member Signature: _____