



Revision 08/2016

## **BOARD MEMBER LETTER OF COMMITMENT**

The mission of Element 11 is to ignite a community of creativity and self-expression.

All Board members bring knowledge, skills, associations, perspectives, resources, and dedicated service to their position. To ensure your term on the Board is beneficial to you and Element 11, Inc., both are asked to make a formal commitment about their service. The roles and responsibilities of an Element 11 board member are as follows:

### **Board Member Job Description** [Initial 3-year commitment]

- Work actively to further the Mission of Element 11, Inc.
- Represent Element 11 through active community participation and demonstration of the Ten Principles.
- Be familiar with relevant laws, procedures, etc. established by governmental agencies, private funders, and foundations which may affect operations of Element 11, Inc.
- Abide by Element 11's policies and procedures.
- Act as a fiduciary agent of Element 11, Inc.
- Actively lead one Board Committee.
- Develop and maintain a communication link to the Utah arts community that supports Element 11, Inc.
- Assist in fundraising efforts and volunteer recruitment and development.
- Ensure the effectiveness of Element 11, Inc.'s program planning through review of the organization's annual goals, objectives, and financial outcomes.
- Vote to establish and/or dissolve governance, policies, programs, committees, and allocate resources.
- Attend all required Board meetings or give prior notice that they cannot attend. Members with three (3) unexcused absences or four (4) consecutive excused absences will be notified in writing that they will be removed from the Board.
- Work to develop individual(s) to act as a suitable replacement for their Board position.
- A Board Member may serve up to three (3) renewing one-year commitments after their initial term is complete. One year off is required after that, and then the individual may run again for a new 3-year commitment.

### **Element 11 agrees to:**

- Maintain current and adequate Directors and Officers Liability Insurance for you.
- Provide necessary information to make strategic, organizational, policy, and financial decisions for which you are responsible.
- Make meaningful use of your time, resources, and energies.
- Communicate regularly with you about accomplishments, issues, and challenges for Element 11.
- Assure involved and participating Board Members have a valuable Board experience.

## Board Member Statement of Commitment

As a Board Member, I commit to the following:

- Serve to the best of my ability in all aspects of my responsibilities as outlined in the Board Member Job Description above.
- I commit to serve a term of 3 years and either renew or end my service on \_\_\_\_\_.
- I will actively and positively support the Element 11 organization and its Board.
- I will be prepared for and attend all required Board meetings, with no more than three (3) unexcused absences. I understand that if I have four (4) consecutive excused absences or 3 unexcused absences, I will be immediately removed from the Element 11 Board and relieved of my Board authority and responsibilities.
- I will review Board minutes and agenda items *before* each Board meeting, with particular attention being paid to financial/budget interests and task commitments.
- I will regularly check email and/or other information sources to stay current with Element 11 information and communication.
- I will be involved during the important events appropriate to my leadership role and involvement in the BOD, and will attend all Board orientation, training, and skill development meetings when offered to improve my experience, skills, and abilities.
- I will make myself available during critical moments as part of an on-call emergency response team, to take responsibility in critical moments, or when no other leadership is assigned or available, for all Element 11 events.
- I will abide by Element 11's policies and procedures.
- I will support and attend all Element 11 events, fundraisers, and functions as well as volunteer recruitment efforts to the best of my ability.
- I will place the interests of Element 11 above my personal interests when acting as an agent of Element 11 and in all Board-related matters.
- Make a substantive annual donation, either monetary or in-kind, to Element 11.
- Make myself available to the Board Chair as needed for issues related to development, promotion, or other Element 11 functions or purposes.
- Work to find a suitable replacement for my Board position once my term of service is complete.
- I commit to maintain a healthy balance between my personal responsibilities and my participation on the BOD. My personal well-being is paramount. I pledge to ask for help if my Board commitment is jeopardizing my health, home life, or Default World employment.
- At any time if I am unable to fulfill my commitment to Element 11, I may resign my Board Membership by submitting a written Letter of Resignation to the Board Chair.

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Signature

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Date

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Printed Name



**BOARD MEMBER CONFLICT OF INTEREST DISCLOSURE FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or action, of Element 11 conflicts with personal interests, financial or otherwise, of that of a Board member, or an immediate family member of a Board member, or that the Board member’s employer (collectively, “your personal interests”)

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a real or perceived conflict of interest, now or in the future, between Element 11 and your personal interests, financial or otherwise:

- I have no conflicts of interest to report.
  
- I have the following actual or potential conflicts of interest to report:
  - 1.
  - 2.
  - 3.

I have reviewed Element 11’s conflict of interest policy and I understand that it is my obligation to disclose a conflict of interest, or appearance of a conflict, to the Board Chair when a conflict, or appearance of a conflict, arises. I also understand that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_