

MASP BOARD OF DIRECTORS AGREEMENT

RESPONSIBILITIES

The Board of Directors of MASP (Michigan Association of School Psychologists), a non-profit organization, is responsible for overseeing the mission and strategic direction of the organization and for ensuring effective governance of fiscally sound programs. As such, the Board of Directors has four broad areas of responsibility:

Fiscal Responsibilities

1. Annually review/approve the organization's budget, financial, and fundraising goals.
2. Provide financial oversight including reviewing revenues and expenses regularly.
3. Help ensure that there are adequate financial resources to meet the organization's needs.
4. Avoid all conflicts of interest; if any exists, be transparent and notify the Board.

Governance Responsibilities

1. Establish, approve, and monitor policies and procedures to ensure that the organization and its activities are organized and administered in compliance with all applicable laws.
2. Ensure legal and ethical integrity and maintain accountability.
3. Recruit and orient new board members and assess Board performance.
4. Maintain confidentiality of Board discussions and decisions (as appropriate).
5. Ensure effective organizational strategic planning.

Program Oversight Responsibilities

1. Approve major actions of the organization and major changes in programs or services.
2. Review program results as compared to the strategic direction and annual goals.

Ambassadorship Responsibilities

1. Enhance the organization's public standing by acting as ambassadors to the community and conveying the vision and values of the organization throughout the country.
2. Promote the mission and generate goodwill for the organization and its reputation; encourage support for the efforts of the Board, volunteer leaders, and MASP programs.
3. Maintain accountability to the members of the organization.

STATEMENT OF AGREEMENT

(To be signed annually)

As a Board member of MASP, I understand that my duties and responsibilities include all of the following:

1. To be responsible, with the other Board members, for the health, well-being, and sustainability of this organization. As a member of the Board, I have pledged myself to help realize the organization's mission.
2. To be legally responsible, along with the other Board members, for this organization within the limits of state and federal laws pertaining to non-profit corporations. I have an ethical and legal responsibility to act in good faith and with a degree of diligence, care, and sensibility which an ordinarily prudent person would exercise under similar circumstances and in like positions.
3. To be fiscally responsible, with the other Board members, for this organization. It is my duty to know what our budget is and to be active in planning that budget

4. To act with the care, obedience, and loyalty required of Board members, and put the interests of the organization first. I will observe the organization's conflict of interest policy in letter and spirit, taking care to disclose to the Board any conflicts that arise in the course of my business or the organization's, and to remove myself from decisions that create or appear to create a conflict of interest for me or the organization. I will also maintain the confidentiality of the private information of the organization, staff, members, donors, and other Board members.

5. To be an active and engaged member of the Board. This includes making a good faith effort to attend all regularly scheduled and special Board meetings, committee meetings, trainings, and retreats, as well as any major special events that the organization holds unless circumstances beyond my control prevent my attendance. I understand that if I am absent without excuse from regularly scheduled Board meetings more than 2 times in a year that I may be asked to resign from the Board. I will read materials sent to me in advance of the Board meetings and will actively engage in discussions at Board meetings.

6. To share my resources and talents with the organization (including areas of expertise) and will also serve as an advocate for the organization within my circles of influence.

7. When the time arises, I will provide appropriate (determined by bylaws) notice to the Board that I will be leaving in order to ensure a smooth transition for everyone. I will work to replace myself on the Board, by identifying and cultivating talented and appropriate candidates for the Board.

In its turn, the organization is responsible to me in a number of ways:

1. I will be sent, without request, regular financial reports that allow me to review the organization's financial position.

2. Board members will respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization.

4. To provide ample notice of Board meetings, trainings, retreats, and special events which require my attendance and to allow alternative ways to participate in Board meetings for those times when I cannot travel to attend the meeting.

I promise to preserve the investment of time and money made over years by all the members and volunteers who created this organization and brought it to this point. Every Board member is making a statement of faith to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all. I hereby acknowledge my responsibilities as a Board member of the organization.

Signature of Board Member

Date

Printed name of Board Member

To be signed annually