



Willow Center
For Girls & Children

Willow Center Board Member Functions

Board Members are expected:

1. To attend the majority of 12 regularly scheduled Board Meetings, held the 1st Thursday of every month at 11:30am;
2. Serve and participate in one standing committee: Public Relations/Marketing Committee, Fundraising Committee, or Program Committee
3. Participate in special task forces & special events based upon interest or area of expertise (e.g., attorneys on the Board have reviewed contracts and insurance policies; accountants have helped with financial questions, etc.)
4. To become familiar with the operation of Willow Center so you can be knowledgeable and positive voice for the organization in the community, and
5. To assist in fundraising efforts of the organization. This includes working on special projects, events, or promoting campaigns so the Willow Center can meet its financial goals.
6. To learn about the missions, services and people that Willow Center services in order to understand the impact that Willow Center services has on the community.
7. To make good decisions to the best of your ability and be a good steward of Willow Center's funds.

Please see the By-Laws for a description of Board Member terms and voting.

Signature

Date

Willow Center, Inc.

Board Member Committee Agreement

I, _____ recognizing the important responsibility I am undertaking as a member of the Board of Directors, hereby pledge to carry out the duties and responsibilities in my role as a Board member listed below:

1. To attend the majority of 12 regularly scheduled Board meetings, averaging one and one-half hours in length.
2. To serve on one standing committee, currently comprised of the Fundraising/PR Committee, Program Committee or Executive Committee, averaging one monthly meeting as required during the year. To attend the majority of these scheduled meetings as required by the organization's needs.
3. To participate in special task forces based upon interest and expertise. For special projects, weekly meetings or two hours with additional individual time spent on a project for its duration.
4. To become familiar with the operation of the center. This includes the Willow Center's history, goals, objectives, programs and needs as well as be a knowledgeable, positive voice for the organization in the community.
5. To provide special expertise in areas of individual knowledge and experience (e.g. attorneys on the board have reviewed contracts and/or insurance policies, etc.).
6. To assist in the fundraising efforts of the Board of Directors and to assist the Executive Director when possible. This includes working on special projects like an annual fundraising campaign and fundraising in general.
7. To learn about the mission of the Willow Center and the benefits it provides the community. Also, to understand the impact of the Center's services on those it benefits.
8. To make sound/good decisions to the best of my abilities and to be good steward of the Center's funds.

Signature: _____

Date: _____