

**EASE Boardmember
Memorandum of Agreement (MOA)**

As a member of the Board of Directors of EASE (Emergency Assistance for Seattle Employees) I understand that I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of EASE, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will act as an ambassador to the larger community on behalf EASE, represent the organization, and act as a spokesperson.
2. I am expected to attend all Board meetings (no less than 75% of meetings), retreats and special meetings and events. It is my responsibility to notify an EASE officer when I am unable to attend a meeting or event.
3. Each year I will make a personal financial contribution at a level that is meaningful to me but a minimum of \$100.
4. I will actively participate in fundraising activities and commit to securing at least 10 new donors or at least \$1200 in donations in a calendar year.
5. I will serve on committees or task forces and offer to take on special assignments.
6. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest and honor confidentiality.
7. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
8. I will work in good faith with other board members and stakeholders as partners towards achievement of our goals.
9. My Board responsibilities include honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; relationship and community-building skills; personal integrity; a concern for the organization's development and a sense of humor
10. If I don't fulfill these commitments to the organization, I will expect a board member to contact me and discuss my responsibilities with me. If I get overcommitted, and cannot fulfill my responsibilities, I will contact a board member to let them know I will need to take a sabbatical or leave the board.

In turn, the organization will be responsible to me in several ways:

1. I will be given regular financial reports, meeting minutes and updates of organizational activities that allow me to be an effective and engaged Boardmember.
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and ethical responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
4. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

Member, Board of Directors _____

Date: _____

President, Board of Directors _____

Date: _____