



## **NAMI Central Texas Board Agreement**

*Updated by the NAMI Central Texas Board of Directors in January 2019*

As a member of the Board of Directors of NAMI Central Texas, 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 organization's purpose and mission, and I will act responsibly and prudently as its steward.

I understand that my duties and responsibilities include the following:

1. As part of my legal and fiduciary responsibilities to the organization, I will be acquainted with the organization's bylaws, policies and procedures and will participate in overseeing their lawful implementation.
2. Along with other board members, I will be fiscally responsible for the organization. It is my duty to be familiar with and participate in setting the budget. I am also obligated to ensure that proper accounting, reporting and auditing practices, as generally accepted by the industry, are followed.
3. As a spokesperson for the organization, I will be familiar with and support the organization's mission, agenda and commitments to the community.
4. I will attend at least 75% of board meetings. I will attend board meetings in person and provide 24-hours advance notice of any absence. I will check email and voicemail within a reasonable amount of time. I will also be available for phone consultation and to vote on urgent items via email when necessary.
5. I will attend the annual NAMI Walks event.
6. I will donate a minimum of \$1,000 annually, an amount which I may give a minimum of \$500 from my own resources, and may raise (get) up to \$500 from others. I may give as a one-time donation, or I may pledge to give a certain amount several times during the year. If I believe this amount is beyond my means at this time, I will give the amount I can, as approved by the Board President.
7. I will actively participate in one or more fundraising activities in addition to the NAMI Walks event.

8. I will act in the best interest of the organization. I will excuse myself from discussions and abstain from voting in situations in which I have a conflict of interest.
9. I will stay informed about 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.
10. I will work in good faith (i.e. reasonably) with staff and other board members towards the achievement of the organization's goals. I will promptly inform the President of any problems that arise. And if I am a committee chair or member, I will, to the best of my ability, attend and participate in all committee meetings.
11. If I fail to fulfill these commitments to the organization, I will expect the Board President to call me and discuss my ability to fulfill my responsibilities with me.
12. I will attend at least one NAMI signature class, program, or presentation during my tenure. And I will attend at least three NAMI Mind Matters events per year.

In turn, NAMI Central Texas will be responsible to me in several ways:

1. I will be sent, without request, timely financial reports and updates about the organization's activities.
2. I will be offered opportunities to participate in the organization's programs, goals, activities and financial status with the President. I can also request such an opportunity.
3. The organization will help me perform my duties by keeping me informed about important issues in the field and opportunities for professional and educational development.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to NAMI Central Texas. Board members and staff will work in good faith with me towards achieving our goals.
5. NAMI Central Texas will carry Directors and Officers liability insurance.

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