



**PennState
Alumni Association**
Capital Area Chapter

Board Member Agreement

As a member of the board of Capital Area Chapter of the Penn State Alumni Association (“Chapter”), I understand and agree that I am responsible, collectively with my fellow board members, for ensuring effective governance of fiscally sound programs as well as strategic direction of the organization. To that end, I understand my responsibilities require me to:

1. Understand and ensure that CHAPTER reaches its mission and vision.
2. Understand the values of CHAPTER and use them in my decision making.
3. Attend all regular and special board meetings and committee meeting as required by the Chapter Bylaws. Board member must join and actively participate on at least one committee.
4. Be accessible, at least by phone or e-mail, to staff and other board members as needed.
5. Participate in board member orientation.
6. Attend as many organization events and fundraisers as possible.
7. Share resources and talents with the organization, including expertise, contacts for financial support.
8. Serve as an advocate for the organization within my circles of influence — personal, business, faith, civic, etc.
9. Fulfill commitments within agreed-upon deadlines.
10. Maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, and/or organizations with which I may be involved.
11. Adhere to all policies of the Chapter, Association and University.
12. Keep all Board information confidential.

Board Member: _____

Date: _____