



## Board Member Agreement

As a board member of Friends of the Japanese House and Garden (FJHG), ***I believe in and am committed to FJHG's mission, vision and values.*** In addition, I understand that I have the following duties and responsibilities set forth in this Board Member Agreement.

### ***Basic Duties***

I understand and accept the following basic duties of a FJHG board member:

**Duty of Care:** A board member has the duty to exercise reasonable care when he or she makes a decision for the FJHG. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

**Duty of Loyalty:** A board member must never use information gained through his/her position for personal gain, and must always act in the best interests of the FJHG.

**Duty of Compliance:** A board member must be faithful to the FJHG's mission and cannot act in a way that is inconsistent with the FJHG's goals. Board members are trusted by the public to manage donated funds to fulfill the FJHG's mission.

### ***Responsibilities***

I understand and accept the following responsibilities of a FJHG board member:

- Attend and be prepared for board and committee meetings. Being prepared includes having read the agenda, previous meeting minutes, reports and other relevant material.
- Establish, update and ensure adherence to the FJHG's mission, vision and value statements.
- Understand and ensure compliance with the FJHG's bylaws and other legal documents.
- Provide strategic direction to the FJHG.
- Participate in the development and implementation of strategic plans.
- Complete and fulfill commitments made on the annual board pledge form, including:
  - Make a personally significant financial gift to FJHG annually. It is requested that board members make FJHG one of their top three philanthropic contributions. At least a portion of a board member's financial gift should to be made within the first quarter of the fiscal year.
  - Participate in fundraising.
- Participate in hiring, supporting and potentially firing the Executive Director.
- Participate in reviews of the Executive Director, the Board and the FJHG.
- Be accessible to and willing to share expertise with board members and staff.
- Attend at least one FJHG event each year.
- Approve and monitor annual budget, as well as FJHG's overall financial situation.
- Review 990s and accountant reviews/audits in order to ensure accurate reporting.
- Monitor and ensure the FJHG's financial health.
- Serve as an ambassador for FJHG.
- Sign and adhere to the conflict of interest policy.
- Serve on a board committee.

If I fail to meet my obligations to FJHG's Board of Directors, I am aware that I may be asked to resign from my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Friends of the Japanese House and Garden (FJHG)

### Board Officer Agreement President

I understand that, as the President of the Board of Directors of FJHG, I have the following duties and responsibilities set forth in this Board Officer Agreement. I further understand and agree to fulfill the responsibilities that I agreed to by signing the Board Member Agreement.

#### ***Basic Duties***

I understand and accept the following basic duties of the Board President position:

- Provide leadership to and manage FJHG's Board of Directors.
- Ensure that FJHG's Board of Directors fulfills its legal and financial obligations.

#### ***Responsibilities***

I understand and accept the following responsibilities of the Board President position:

- Convene, establish the agenda for, and facilitate board meetings.
- Provide accountability regarding attendance, individual giving and other individual board member commitments.
- Ensure the recruitment and orientation of new board members.
- Maintain regular contact with the Executive Director and be available as needed.
- Lead the Executive Director and Board review processes annually.
- Ensure all board responsibilities are met.

#### ***Additional Information***

- It is essential that the President facilitate communication and decision-making within the board, rather than making decisions on behalf of the board or FJHG.
- The President is encouraged, but not required, to remain on the board after completing his or her term in order to support the next President.
- In order to focus on providing leadership to the board, the President may not chair any standing committee.

If I fail to meet my obligations to FJHG's Board of Directors, I am aware that I may be asked to resign from my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Board Officer Agreement  
Vice President**

I understand that, as the Vice President of the Board of Directors of FJHG, I have the following duties and responsibilities set forth in this Board Officer Agreement. I further understand and agree to fulfill the responsibilities that I agreed to by signing the Board Member Agreement.

***Basic Duties***

I understand and accept the following basic duties of the Vice-President position:

- Provide leadership to and assist in managing FJHG's Board of Directors.
- Ensure that FJHG's Board of Directors fulfills its legal and financial obligations.

***Responsibilities***

I understand and accept the following responsibilities of the Vice-President position:

- Fulfill the roles and responsibilities of the Board President in his or her absence or inability to serve.
- Support the President in his or her role.
- Review board meeting minutes prior to distribution.

***Additional Information***

- The Vice President is encouraged, but not required, to run for President when the position becomes available.

If I fail to meet my obligations to FJHG's Board of Directors, I am aware that I may be asked to resign from my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Board Officer Agreement  
Treasurer**

I understand that, as the Treasurer of the Board of Directors of FJHG, I have the following duties and responsibilities set forth in this Board Officer Agreement. I further understand and agree to fulfill the responsibilities that I agreed to by signing the Board Member Agreement.

***Basic Duties***

I understand and accept the following basic duties of the Treasurer position:

- Provide financial oversight and ensure the financial health of the FJHG.

***Responsibilities***

I understand and accept the following responsibilities of the Treasurer position:

- Chair FJHG's Finance Committee.
- Understand general financial accounting for nonprofit organizations.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Ensure the creation and distribution of financial reports prior to each board meeting.
- Work with the Executive Director and the Board President to ensure that appropriate financial reports are made available to the Board on a timely basis
- Work in partnership with the Executive Director to create, present and monitor the annual budget.
- Provide regular financial oversight and alert the board immediately if concerns arise.
- Ensure compliance with financial policies and procedures; suggest changes and new policies as needed.
- Present financial information to the board in terms that board members are able to understand; facilitate the discussion and be available for questions.
- Work in partnership with the Executive Director to ensure the timely and accurate completion of the FJHG's 990 and annual accountant review/audit by a certified public accountant. Review the annual audit and Form 990 and answer Board members' questions about the audit.
- Manage, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities.
- Other such duties that may be assigned by the Board.

If I fail to meet my obligations to FJHG's Board of Directors, I am aware that I may be asked to resign from my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Board Officer Agreement  
Secretary**

I understand that, as the Secretary of the Board of Directors of FJHG, I have the following duties and responsibilities set forth in this Board Officer Agreement. I further understand and agree to fulfill the responsibilities to which I agreed on the Board Member Agreement.

***Basic Duties***

I understand and accept the following basic duties of the Secretary position:

- Establish and oversee sound practices for documentation.
- Establish and oversee effective procedures for board communication.

***Responsibilities***

I understand and accept the following responsibilities of the Secretary position:

- Record and distribute board meeting minutes (minutes need to be reviewed by the Vice President prior to distribution).
- Keep records of all official board communication (including minutes), official and/or legal FJHG documents, such as bylaws.
- Ensure bylaws, articles of incorporation, IRS determination letter and other key documents are up-to-date, and that board resolutions are integrated.
- Receive and maintain filing of board agreements, resignation and leaves of absence
- Track board attendance and alert President to concerns.
- Ensure board members have accurate contact information for all board members and key staff.
- Board communication, including board meeting reminders, and maintain the board calendar.
- Ensure the creation of board orientation packets.
- Sign FJHG documents as needed.

If I fail to meet my obligations to FJHG's Board of Directors, I am aware that I may be asked to resign from my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_