



## Board of Directors Agreement/Oath of Office

I \_\_\_\_\_ understand that as a member of the Board of Directors of AISES, I have a legal, fiduciary, and ethical responsibility to ensure that AISES does the best work possible in pursuit of its mission. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. I am an AISES member in good standing.

Members of the AISES Board are expected to fulfill the commitments stated below and to have read the AISES Bylaws, the Board Policies (attached), and to adhere to them. Should a director not fulfill the responsibilities of serving on the AISES Board or be found in violation of the AISES Bylaws or Board Policies, they may be dismissed as a member of the AISES Board of Directors.

### **Please read and commit to the following:**

1. I will attend no less than four of the six Board meetings per year. I understand that Board meetings may be held virtually and/or in-person and that there will be no more than two in-person meetings per year.
2. I will chair and/or serve on a Board committee or council as directed by the Board chair.
3. I will donate an annual personal financial contribution to AISES. An annual contribution of \$500 is suggested, or a donation can include gifting a Sequoyah Fellowship (AISES Lifetime Membership). However, any amount is acceptable. I may also elect to fund-raise an equivalent or greater amount.
4. I will act in the best interests of AISES and excuse myself from discussions and votes where I have a conflict of interest as outlined in the Board Policies.
5. I will engage and ask questions during Board meetings and request additional information when needed. The Board of Directors will be apprised of AISES financials, current AISES programs, initiatives, and events.
6. I will work in good faith and assume positive intent from all Board members, the President, and AISES staff.
7. I will participate in, and take responsibility for, making sound governance decisions in the best interest of AISES.
8. As a Board member of AISES, I have the support of my employer to travel and participate in AISES

events. I understand that AISES is a nonprofit organization with a commitment to use public funds to fulfill its mission. Covering my travel expenses associated with Board participation is not mandatory but appreciated.

9. When at public functions, I will represent AISES in accordance with the Board Policy on public statements.
10. I will, when requested, reach out to current and potential sponsors and/or donors to AISES.

**AISES commits to the following:**

1. Respond to questions from the Board of Directors within a reasonable amount of time.
2. Provide staff support for Board meetings, committees, and councils as well as committee and council meetings.
3. Provide monthly financial statements prepared by the AISES Accounting Department. The AISES Finance Committee will review and approve the monthly financial statements prior to Board meetings and the Finance Committee will recommend approval of the monthly financial statements by the Board of Directors during the next Board meeting. All questions will be answered promptly in person or via email.
4. Provide draft minutes of previous Board meetings for the Board's review and approval. Also, staff will update any needed changes to documents as directed.
5. Provide onboarding information for all new Board members and provide governance training for Board members regarding good practices of governance when requested or necessary.
6. Develop and share the strategic direction of the organization with the Board of Directors, including progress toward goals and objectives.
7. Input from Board members will be welcomed. Board members and the President will have transparent discussions relating to the governance, strategic direction, financial, legal, and ethical matters of AISES.

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Member, Board of Directors

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Date



9/12/23

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Chair, Board of Directors

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Date

Attachment - AISES Board of Director Policies

Updated 9/12/23