



BOARD MEMBER REQUIREMENTS

I understand the Board of Directors of Book Fairies is an active board. Each board member is expected to use their best efforts to further the stability, interests, and growth of Book Fairies. I understand that as a member of the Board of Directors, I have a legal and ethical responsibility to insure the organization does the best work possible in pursuit of its mission and goals. I sought and accepted membership to the board because I believe in the mission of Book Fairies, and I will act as an active and prudent board member. In furtherance of this commitment I agree to fulfill the following responsibilities and requirements:

A. Participation

1. Prepare for and attend board meetings. At present the board meets at 6:30 p.m. on the 3rd Wednesday of every other month commencing in January. I will make my best efforts to attend each board meeting whether in person or virtually but I acknowledge I am required to attend a minimum of four (4) out of the six (6) Board meetings.
2. Book Fairies has four (4) standing committees to further its successful operations. Those committees are Finance, Fundraising, Technology/Social Media and Governance. Each board member must join one (1) committee. Such board member must attend sixty-six (66) percent of the committee meetings either in person or virtually.
3. Share my expertise, be it at meetings of the board, committee or otherwise to help formulate policy for the organization or organize events and/or other fundraising activities.
4. Evaluate the Executive Director, Officers and/or Directors when called to do so.

B. Fundraising

1. The give/get of Book Fairies is a minimum of \$2,500.00 per annum. Each board member will make and/or solicit and obtain a total minimum donation of \$2,500.00 to the organization each year.
2. Support and participate in fundraising events.
3. Attend at least one community event each year.
4. Solicit donations from individuals, corporations, philanthropies and others throughout the year.

C. Learning and Outreach

1. Be knowledgeable about the organization, its mission, strength and need.
2. Provide best efforts to address the needs of the organization.
3. Represent the organization to the community and supporters.

D. Policies

1. Disclose to the board any conflicts of interest and comply with board directives concerning same.
2. Maintain the highest ethical standards and practices.
3. Abide by all confidentiality policies, receipt of which I acknowledge.
4. At all times act in the best interests of the organization, publicly supporting the decisions of the board.

E. Board Development

1. Participate in an assessment of my board participation and performance.
2. Suggest candidates for board nomination.
3. Be available to research and interview potential candidates.
4. Identify factors to further board effectiveness and growth.

F. Board and Committee Meetings

1. Be prepared for meaningful participation in each.
2. Act in good faith and in the best interests of the organization in making sound, informed decisions.
3. Respect the opinions of other board members and encourage and enable participation of others.
4. Abide by, and show respect for, duly voted upon decisions and/or recommendations of the board and committees.

G. Board and Staff Relations

1. Support the Executive Director's authority and act consistent with and in furtherance of the Executive Director's efforts.
2. Have open line of communication with the Executive Director to discuss ideas/observations to further the mission of the organization.
3. Do not discuss personal matters with staff nor make special requests upon them. All such matters should be directed to the Executive Director.

H. Noncompliance

1. Failure of a board member to satisfy the give/get, failure of a board member to attend four (4) out of six (6) meetings of the board in one calendar year or failure of a board member to join one (1) committee or to attend sixty-six (66) percent of the committee meetings constitute a failure of such member to satisfy the requirements of his/her commitment to Book Fairies.
2. Breach of any ethical, confidential, or fiduciary standards of Book Fairies constitute a failure of such board member to satisfy the requirements of his/her commitment to Book Fairies.
3. Such unexcused failure will result in appropriate corrective action taken by the board chair or committee chair, whichever applicable.
4. Failure to cure such failure will result in the appropriate action of the Board, which may include discharge of said board member from the Board.

I understand that the Board of Directors of Book Fairies looks forward to my long and successful tenure as a member of the board. In furtherance thereof, I agree to comply with each and every of the foregoing board requirements.

_____	_____
Board Member Name (print)	Date

Board Member Signature

_____	_____
Board President Signature	Date