

**Member, Board of Directors
Letter of Agreement**



As a Member of the Board of Directors of the American Diabetes Association (“Association”), I am fully committed to the mission and have pledged to help carry it out. I understand that my duties and responsibilities include the following:

1. I assume the fiduciary and legal responsibilities of a Board Member. I will act in accordance with the bylaws and operating principles outlined in orientation and understand that I am responsible for the health and well-being of the Association.
2. I will take an active part in establishing and overseeing the Association’s policies and programs.
3. I will engage in the budget review process and take an active role in approving and monitoring the Association’s budget.
4. I accept the responsibility to raise or contribute a minimum amount of funds for each year of my service as an Officer or Board Member. As a Member of the Board, I will raise or contribute a minimum of \$5,000 for each year of service (an Officer would raise or contribute a minimum of \$10,000 for each year of service).
5. I will actively participate in fundraising and mission activities that are most suited for me as determined by me and those in charge of the Association’s fundraising and mission elements. I agree to do my best and to help raise as much money as I can.
6. My annual personal financial contributions will include the American Diabetes Association as one of my top three charities.
7. I will actively promote (and, when requested, represent) the Association at community activities and will introduce staff to community leaders.
8. I will prepare for and attend Board meetings. I will make myself available for phone consultation (as needed) and serve on at least one national committee.
9. I agree to abide by the letter and spirit of the conflict of interest policy. I will act in the best interest in the Association, placing the well-being of the Association ahead of competing professional goals. I will inform the Board at anytime I perceive an actual or potential conflict of interest.
10. If I am not able to meet my obligations as a Board member (or as an Officer), I will discuss my situation with the Chair of the Board.
11. As a Member of the Board of Directors, I will carry out the above agreements to the best of my ability.

Signed: _____ Date: _____
BOARD MEMBER

Received by: _____ Date: _____
CHAIR OF THE BOARD