LDEDC Board Member Commitment Letter

July1, 20\_\_\_- June 30, 20\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that as a member of the Les Dames d’Escoffier Washington, DC Chapter (the Chapter) I have a fidutiary and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. My behavior as a board member will be consistent with the values and mission of the organization.

As part of my responsibilities as a board member

1. I will interpret the organization’s work and values to the community, represent the organization, and act as an ambassador
2. I read and follow Chapter’s Bylaws and Standing Rules as they pertain to me as a director or as an officer of the organization.
3. I will abide by Robert’s Rules of Order during all meetings
4. I will participate in a minimum of 75% of Board Meetings and General Membership meetings and fulfill the requirements of my office. Additional absences due to extenuating circumstances may be approved by the President
5. I will confirm my attendance for Board meetings and committee meetings at least one day in advance to the President for Board meetings or the committee chair for the committees to which I am assigned
6. I will advise the President if I am unable to attend a Board or General membership meeting, and, when appropriate, I will submit a report, and may appoint a proxy in my absence
7. I will serve as an officer or on at least one committee, working group, or perform another significant responsibility of the Chapter
8. I will act in the best interest of the Chapter and excuse myself from discussions and votes where I have a conflict of interest
9. I will stay informed about the activities and current issues of the Chapter. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters
10. I will work in good faith with other board members as partners towards achievement of our goals
11. I will train the incoming Officer/Director on the duties and responsibilities of my office and provide information and any files as needed
12. I will attend the meeting of the outgoing and incoming Boards or a leadership meeting called by the President in order to orient the new Board members and to provide for smooth transfer of the Chapter’s business.

Please sign below and return one copy to the Recording Secretary if you have read the LDEDC Board Commitment Letter and agree to its terms.

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