

**Port Chester Carver Center  
Board Member Responsibilities  
2018-2019**

As a member of the Board of Directors of the Port Chester Carver Center, I am fully committed to the work of the Carver Center and dedicated to carrying out its mission. By initialing and signing where indicated, I am agreeing to abide by and meet the responsibilities listed on this document.

**I. Commitment of Time and Talent**

1. I will serve a term of two years, with the opportunity to be re-elected for two additional two-year terms (for a total maximum term of 6 years).\_\_\_\_\_ **(initials)**
2. I will serve on at least one committee each year and volunteer my services in my areas of expertise.\_\_\_\_\_ **(initials)**
3. I will perform my assigned duties in a professional and timely manner pursuant to the Board of Director's direction and oversight. This will include **actively participating** in all Board meetings and special events, and engaging in Board communications outside of meetings. According to the By-laws, **a member's absence from 3 meetings without cause is deemed as resignation.**\_\_\_\_\_ **(initials)**
4. I will abide by the Carver Center's rules and regulations, including the Certificate of Incorporation, By-Laws, Conflict of Interest Policy and Whistleblower Policy.\_\_\_\_\_ **(initials)**
5. I will attend the annual fundraiser event or, if unable to do so, support the event financially.\_\_\_\_\_ **(initials)**
6. I will attend at least one Carver Center non-fundraiser event (e.g. Black History Month Celebration, After School Program Exhibitions, Senior Breakfasts, etc.).\_\_\_\_\_ **(initials)**

**II. Fundraising; Volunteer and Staff Development**

1. I will give to the Carver Center annually what for me is as significant a financial donation as possible. \_\_\_\_\_ **(initials)**
2. I will actively engage in fundraising and volunteer development to the best of my abilities.\_\_\_\_\_ **(initials)**
3. I will exercise proper authority and good judgment in my dealings with Carver Center staff, and will respond to their needs in a responsible, respectful and professional manner. I will do all I can to support the staff to meet the goals of the Carver Center, and I will respect and encourage them to grow professionally and personally. \_\_\_\_\_ **(initials)**

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date