Port Chester Carver Center
Board Member Responsibilities
2022-2023

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. visit to Carver Market or tour of programming with Anne, 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._____ **(initials)**

_____	_____	_____
Board Member Signature	Print Name	Date
_____	_____	_____
Approved By	Title	Date

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