

## NEDA Board Member Expectations

As Board of Directors for the National End-of-Life Doula Alliance, we value the time and talent of others and want to make sure that incoming board members clearly understand the scope of their proposed role and the commitment involved.

The NEDA BOD is a working board. Members must prepare for, attend, and actively participate in regular board meetings. Our goal is to ensure that each board member's experience is purposeful and supports both their volunteer expectations and the needs of the organization for strong governance and board leadership. We hope you will learn new things, share what you know, and join in the satisfaction of the Board's accomplishments. Please note the following:

- Board meetings are conducted on Zoom.us video conference on the second Thursday of the month from 7:00 – 9:00 p.m. ET (*Note: 4 absences in a calendar year, or 3 consecutive absences, result in suspension from the Board per bylaws.*)
- The term of service is two years, from October 1, 2022 to September 30, 2024

As a Board member of the National End-of-Life Doula Alliance, you are expected to:

1. Be a member in good standing
2. Support the mission, vision, and values of the organization
3. Understand the essence of a 501c6 non-profit organization (Board Source) and endeavor to understand and follow the requirements and spirit of a 501c6 non-profit membership organization
4. Understand what comprised a conflict of interest and maintain good boundaries between personal income-earning activities and board activities
5. Educate self about the Consultative Leadership Process of decision-making and committee activity to achieve goals
6. Participate in Board member conference, retreat and orientation activities as scheduled
7. Promote and participate in planning and assessment activities undertaken by the Board, including strategic planning and implementation
8. Participate in activities designed to enhance the board's performance (e.g., read the board orientation booklet, participate in board development activities)
9. Learn about and integrate the organization's history and achievements into current discussions
10. Respect decisions made by previous boards; revisit when circumstances and changes require it
11. Be an ambassador for NEDA with donors, supporters, corporations, funding partners, and your network of friends and associates

12. Participate in fundraising activities
13. Identify friends, associates and NEDA members who might be prospective members, donors, or board members
14. Adhere to conflict of interest, confidentiality, whistleblower and other policies
15. Stay informed about board policies, bylaws, committee matters, and key organizational programs and initiatives
16. Read and understand all the NEDA financial statements each month (provided by Board Treasurer) and know what the budget is and actively review, approve, and monitor the budget and fundraising to meet it. As a board member you are fiscally responsible, with other board members, for this organization's financial responsibilities.
17. Ask questions when you have concerns or need more information
18. Read, write and respond to email, Wiki discussions, and committee updates within 48 hours, unless other arrangements have been made
19. Commit a minimum of ten hours a month to fulfilling board responsibilities
20. Serve a two-year term and successfully complete these responsibilities or, if unable to complete responsibilities, offer resignation.

### **Your Rights as a Board Member**

The NEDA wants all potential board members to know that they have certain rights. These include:

- Training about your responsibilities
- Full disclosure before voting on any issue
- Safe and secure environment in which to conduct meetings
- To be treated with respect
- The right to ask the organization to engage outside expertise when needed
- The organization will carry sufficient general liability/directors and officer insurance to ensure that the organization and the directors are indemnified against risk

### **Q&As for New Board Members**

Serving as a board member is one of the most challenging and rewarding of volunteer opportunities. While appointment or election to a board is an honor, board members have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources. Prospective board members do themselves a service and show that they are serious about the commitments they make by asking some basic questions before joining an organization's board, such as:

- What are the ways that you think I can contribute as a board member?

- How much of my time will be required for meetings and special events?
- Does the organization provide opportunities for board development and education?
- Am I committed to the mission of the organization?
- Can I contribute the time necessary to be an effective board member?
- Am I comfortable with the approach and tone of the organization's meetings and functions, and fundraising efforts?
- Can I contribute financial support consistent with the organization's expectations of board members and with my own means and priorities? (Board members are expected to be NEDA members at the appropriate level and to take the Proficiency Exam if applicable.)
- Can I place the organization's purposes and interests above my own professional and personal interests when making decisions as a board member?