



Drupal Association

Helping the Open Source Drupal Project Flourish

Board Member Agreement

As a member of the Board of Directors of Drupal Association I agree to support the mission of the organization. I agree to meet the following expectations regarding my duties and responsibilities:

Oversight and Responsibility

- To know and participate in approving all policies that guide the organization, its governance, and its work
- To be familiar with the organization's priorities and initiatives, including its public policy activities and other initiatives. Along with the rest of the Board, to oversee (but not directly manage) the work of the organization.
- To be active in monitoring the organization's income and expenses, and reviewing and approving the annual budget.
- To serve on the Board as a trustee on behalf of donors and to ensure that the organization meets both legal and ethical standards for nonprofit, tax-exempt organizations.

Policies and Guidelines

- To protect the reputation and well being of the organization. As a member of the Board, I pledge to carry out my responsibilities with the highest degree of integrity, to disclose any potential conflicts of interest, and to avoid all real and perceived conflicts of interest, both financial and programmatic. As part of that responsibility, I will comply with the letter and spirit of the organization's conflict of interest policy. I will specifically identify any potential conflicts of interest to the conflict of interest committee (COIC), and will remove myself from voting on public policy positions and strategies about which I may have a real or perceived conflict of interest.
- To provide active assistance in public policy activities, including staying connected to the Drupal community, supporting advocacy activity, working under the supervision of staff.
- To respect, listen to, and treat courteously all people involved with the organization. The organization exists to serve and strengthen its community. That staff, consultants, grantees, and applicants are partners with the Board in fulfilling its mission.

Time Commitments

- To commit at least 5 hours per month to the work of this Board and of the organization, and any extra effort that may be required in relation to fundraising events or other special activities.
- To attend Board meetings regularly. I understand that I am expected to attend at least 10 out of the 12 Board meetings each year.
- To serve actively on at least one standing committee and to attend committee meetings regularly, attending at least two-thirds of the scheduled committee meetings as well as special meetings as needed.

Fundraising

- To maintain my membership in the Association.
- To share names of prospective donors with staff responsible for fundraising and will make myself available to assist in making solicitation visits and calls.
- To support events by purchasing tickets, attending, and participating in the planning and marketing of the organization's fundraising events.
- To promote the work and achievements of the organization with colleagues and friends.
- To assist with other resource development activities consistent with my own skills and contacts and the needs of the organization.
- To represent the organization at outside meetings or events important to the organization.



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In turn, the organization is responsible to me in the following ways:

- I will receive financial reports monthly, without having to request them, and will receive a draft annual budget for review prior to the meeting at which it is discussed and approved.
- I can call on the Executive Director [or other specified staff] and/or Board Chair to discuss the research, public policy priorities, other initiatives, policies, and operations of the organization. They will provide information willingly and answer any questions thoroughly.
- Other Board members and appropriate staff will respond in a straightforward and thorough fashion to questions I need answered so that I can carry out my fiscal, legal, and moral responsibilities to the organization.
- I will be kept informed about the progress and problems of the organization, and will receive accurate, complete, and timely information about any issues or problems that may have major impact upon the organization, its staff, or Board.
- The organization will maintain Directors and Officers insurance to limit my legal liability, and the Executive Director will maintain appropriate financial, personnel, and other management systems and procedures to minimize the possibility of legal or financial challenges.

Signed by:

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| Board Member | | Date: | |
| <i>Print Name</i> | | | |
| Board Chair | | Date: | |
| <i>Print Name</i> | | | |
| Executive Director | | Date: | |
| <i>Print Name</i> | | | |