

As an elected official of the Board of Directors, I, the undersigned, fully understand and do hereby agree to conform and abide by the following:

1. Attend all regular and special meetings of the Board when notified, unless prevented by circumstances outside my control. The Board of Directors (BOD) meets on the second Wednesday of every month. Attendance is required, but allowances are made for absence due to valid reasons. The Board of Directors may declare a board member's position to be vacant where a board member ceases to be a member in good standing of PMI or of the SNEC-PMI by reason of non-payment of dues, or where the board member fails to attend two (2) consecutive Board meetings.

The Governance Team (President, Past President, VP, CFO and Secretary), meets once a month to set agendas for BOD meetings, discuss personnel issues and issues needing direction from Board members.

2. Participate to the best of my ability in determination of policy and other matters coming before the board; give full attention to problems of the organization and vote on all issues submitted or proposed for board action.
3. Consider certain matters of business of and for the association and its members to be confidential in nature.
4. Give all assistance possible to my fellow Board and Committee members, appointed officers and association management team in the discharge of the duties of their offices and positions.
5. Provide oversight and guidance to his/her assigned portfolio (e.g. Professional Development, Membership, Operations). Specific responsibilities are outlined in the role documentation and include meeting with the VP and other team members of that portfolio, providing guidance and communication between the portfolio and the Board.
6. Update strategic plans, monitor and analyze portfolio finances on a monthly basis so as to actively participate in BOD dialog and be able to vote on financial statements.
7. Should I ever find myself under obligation to any other group or organization that is in conflict with the association, I shall disclose the conflict to the Board and refrain from voting on issues related to the conflict.

## **Statement of Consent**

### **SNEC - Board of Directors**

8. I agree I am restricted from entering into arrangements which may bring me or the chapter into a conflict of interest situation. This includes awarding work to family members or to companies for which I or a Board member works. Such agreements are permitted only with prior disclosure and agreement of the board. The decision must be recorded in the board meeting minutes to ensure a record of the disclosure and a letter of understanding must be put in place which clearly outlines the commitments and obligations agreed to.
9. Attend the annual Strategic Planning session in addition to regular monthly Board meetings. Ad hoc meetings to address major issues such as Strategic Planning are scheduled as required - these may be done twice a year.
10. Continually seek to learn more about the association and its services and about my individual responsibilities as a Board member through reading and preparation for all meeting and functions of business related to the association.
11. I recognize that my responsibility equates to approximately 15-25 volunteer hours a month and is essential for the board to function properly and to be successful in its endeavors.
12. I agree to adhere to policies and procedures put in place for the governance of the board and chapter.
13. I understand that failure to consistently perform my board duties or abide by the above items may be used as reason for removal from the PMI SNEC board.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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