

## Expectations of ACDM Board Members

This document has been created to outline what is expected of individual board members

I, \_\_\_\_\_, understand that as a member of the Board of Directors of ACDM, I have a legal and ethical responsibility to ensure that the organisation does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organisation, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organisation's work and values to the community, represent the organisation, and act as a spokesperson.
2. In turn, I will interpret our members' needs and values to the organisation, speak out for their interests, and on their behalf, hold the organisation accountable.
3. I will attend at least 75 percent of Board Meetings.
4. I will maintain my membership of ACDM (either individually or via a corporate scheme)
5. I will actively participate in one or more activities e.g. Committees, Expert Groups or other specific projects
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will not seek any preferential treatment, discounts or financial gain whether personally or for my employer/company.
8. I will stay informed about what's going on in the organisation. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
9. I will work in good faith with staff and other board members as partners toward achievement of our goals.
10. If I don't fulfil these commitments to the organisation, I will expect the Chairperson to call me and discuss my responsibilities with me.

Signed: by

Signed: by

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

\_\_\_\_\_  
Chair of the Board of Directors

Date \_\_\_\_\_

Date \_\_\_\_\_