

Expectations of ACDM Board Members

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

As a member of the ACDM Board I understand that:

- ⇒ 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 ACDM.
- ⇒ I will act responsibly and prudently as its steward.
- ⇒ I have my company/employer’s support for my involvement with ACDM and have their permission to spend time on ACDM activities and attend meetings & events.

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 membership)
5. I will perform my designated role/responsibility as outlined in a role description or a specific short-term role as defined by the board.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I acknowledge that discussions in board meetings and the activities of the board are confidential and should not be publicly disclosed.
8. I will not seek any preferential treatment, discount, or financial gain whether personally or for my employer/company.
9. I will stay informed on activities of 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.
10. I will work in good faith with staff and other board members as partners toward achievement of our goals.
11. If I do not fulfil these commitments, I expect the Chair to call me to discuss my responsibilities.

Signed:	Signed:
Name: (by Board Member)	Name: (by Chair of the Board of Directors)

Dated:

Dated:

Onboard checklist (for ACDM office use only):

- Expectations document signed.
- Declaration of Interests signed.
- Certificate of Completion: non-profit board member essentials training
- Bio & Photo for the ACDM website