

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 and am committed to the purpose and 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 have read the latest version of the ACDM bylaws, Articles of Association and Memorandum of ACDM
2. I will interpret the organisation's work and values to the community, represent the organisation, and act as a spokesperson.
3. 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.
4. I will attend at least 75 percent of Board Meetings.
5. I will maintain my membership of ACDM (either individually or via a corporate membership)
6. I will perform and complete my designated role/responsibility as outlined in a role description or a specific short-term role as defined by the board.
7. I will excuse myself from discussions and votes where I have a conflict of interest.
8. I acknowledge that discussions in board meetings and the activities of the board are confidential and should not be publicly disclosed.
9. Refrain from using information for personal gain.
10. I will not seek any preferential treatment, discount, or financial gain whether personally or for my employer/company.
11. I will be active, stay informed and engaged with the organisation:
 - a. Behave in a respectful and courteous manner
 - b. Collaborate effectively
 - c. Communicate professionally
 - d. Read and respond to all communication promptly
 - e. Review and understand information sent prior to board meetings
12. 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. ACDM encourages all Board members to speak their mind/opinion at the Board meetings. Once the decision is made at the Board however, I will follow and support the Board decision.
13. I will work in good faith with staff and other board members as partners toward achievement of the organisation's goals.

If I do not fulfil these commitments, I expect the Chair to call me to discuss my responsibilities, commitment and participation on the board.

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 (www.nonprofitready.org)
- Bio & Photo for the ACDM website