Board MOU
Board Memorandum of Understanding

I, ________________________________, understand that as a member of the Board of Directors of Manna on Main Street I have a legal and ethical responsibility to ensure that Manna on Main Street does the best work possible in pursuit of its goals. I believe in the purpose and the mission of Manna on Main Street and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member I agree that Board general roles include:

1. Ensuring effective organizational planning by regularly actively participating in an overall planning process and assisting in implementing and monitoring the plan’s goals.

2. Selecting, supporting, and evaluating the Executive Director, ensuring that he has the professional support he needs to further the goals of the organization.

3. Providing proper financial oversight by developing and approving the annual budget and ensuring that proper financial controls are in place (e.g. Conflict of Interest policies, Whistleblower policies, Document Retention and Destruction policies)

4. Providing program oversight

5. Ensuring adequate resources by giving AND getting adequate resources (both people and funds – time, talent, treasure) for the organization to fulfill its mission.

6. Recruiting, nominating, orienting and mentoring new board members and assessing the board’s performance, whereby all members have a responsibility to articulate prerequisites for candidates, orient new members.

7. Periodically and comprehensively evaluating its own performance.

8. Serving as Ambassadors of Manna on Main Street so as to enhance the organization’s public standing, and identifying community needs so as to ensure that programs meet those needs.
As part of my responsibilities as a board member I agree that my **specific duties** are:

| 1. Attend all board meetings and arrive informed, by asking questions about the organization's mission, services, policies, and programs and review agendas and supporting materials prior to board and committee meetings. 6 meetings x 2 hrs | 12 |
| 2. Serve on committees and volunteer to take on special assignments; participate in online social networking conversations related to committees and special assignments 12 months x 3 hrs | 36 |
| 3. Attend at least two Special events 2 events x 4 hrs | 8 |
| 4. Speak at Events 1 per year | 1 |
| 5. Volunteer at the organization 1 hr per month 12 months x 1 hr | 12 |
| 6. To the best of ability, contribute resources by a. give a personal financial contribution of at least $25.00 per year and b. get from others to the organization | 8 |

**Subtotal** 77

| 7. (Strategic Planning every 3 years adds 16 hours) and Board retreat every year | 5 |
| **Total** | 82 |

**Total hourly commitment to MANNA ON MAIN STREET per year** 82hrs per year or 1.5 per week

Signed:

____________________________________
Member

____________________________________
Board Chair or Board Governance Committee

**Insert Copy One: Member's Board Manual**

**Insert Copy Two: Board Chair or Chair of Board Governance Committee**

Manna on Main Street

Board Memorandum of Understanding  Updated 5/1/2013