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 <u>general roles</u> 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 <u>specific duties</u> 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