

Sample Board Commitment Letter

I [_____] agree to serve as a member of the board of directors of [_____]. I understand that my term of office begins [_____] and extends for [_____] years, ending [_____].

As a member of the Board of Directors, I agree to:

- Abide by the Bylaws and Constitution of the organization;
- Make an annual financial contribution of [_____];
- Attend all meetings of the Board, including special meetings, unless excused;
- Avoid any conflict of interest or appearance of a conflict;
- Participate in short and long range planning activities;
- Ensure effective fiscal controls and accountability;
- Approve the annual budget;
- Ensure [the agency] meets all legal and corporate requirements;
- Etc.
- Etc.
- Etc.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of [the agency], I will give appropriate notice of resignation to the President of the Board.

Name

Signature

Date