



AFP Northwest Arkansas Chapter

Board Member Agreement

As a board member of the Northwest Arkansas Chapter of Association of Fundraising Professionals (AFP), I am fully committed and dedicated to the mission of the organization as defined and pledge to carry it out:

The Northwest Arkansas Chapter of AFP serves members across our region by promoting collaboration, ethical standards, volunteerism, and mentoring through quality educational programming for fundraising professionals and those they serve. AFP recognizes the individuals and organizations that exemplify the spirit of giving through their dedication to improving our communities.

As a board member, I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with other board members, for this chapter. I will know what our budget is and take an active part in reviewing, approving, and monitoring it.
2. I am responsible for knowing and overseeing the implementation of policies and programs as outlined in our chapter's bylaws and handbook.
3. I will participate in the Be the Cause campaign and give what I can afford to contribute so we achieve 100% board participation every year.
4. I will attend and actively participate in the AFP-led anti-biased, anti-racist session.
5. I make a good faith agreement to participate in fundraising activities for our chapter to meet our budget, including our chapter's Be the Cause Campaign, individual solicitation, sponsorship for special events, etc.
6. I will actively promote AFP-NWA and encourage and support my fellow volunteers and contracted management staff.
7. I will attend 75% of monthly board meetings, be available for phone consultation, and email communications.
8. I will attend at least 4 of the offered programs and either National Philanthropy Day and Summit (bi-annually) events.
9. In signing this document, I understand that I am making a two-year, 24-month commitment. I understand that my term may be renewed, if appropriate.
10. If I cannot meet my obligations as a board member, I will offer my resignation.

Signed _____ **Date** _____
Board Member

Signed _____ **Date** _____
President



Association of Fundraising Professionals Policy for Conflict of Interest and Nondisclosure Agreement

All members of the Board of Directors, and staff designated by the President of AFP-NWA, shall be subject to this conflict of interest and nondisclosure policy. Any action by such individuals in violation of these requirements shall not be permitted unless the Board of Directors expressly approves.

A. Conflict of Interest

1. Members of the Board of Directors and staff must always, during the course of services for Association of Fundraising Professionals (AFP), reflect the highest standards of ethical behavior, integrity, and public responsibility.
2. AFP recognizes the inherent right of members of the Board of Directors and staff to engage in outside interests and private enterprise, and the organization does not wish to impede these activities. However, to the extent that such outside interests may affect a transaction in which AFP is involved, there is potential for an actual or perceived conflict of interest. Since AFP has a legal obligation to avoid private inurement, self-dealing, and misuse of member funds, it is the policy of this organization to avoid, whenever possible, all such actual or potential conflicts of interest.
3. A transaction between AFP and members of the Board of Directors and staff, or related entity, is acceptable provided that all material facts have been disclosed and, except in the case of a charitable gift, the terms, conditions, and consideration involved are commercially fair and reasonable. Any proposed activities which present or may be a conflict of interest shall be presented to the President/CEO or his/her designee and approved, in advance, by the board.
4. All members of the Board of Directors and staff will be asked to sign this document upon the beginning of their service with AFP each year.

B. Nondisclosure

1. I agree that any information disclosed to me by members or staff of the AFP, or by third parties, in connection with my membership on the AFP Board or employment by AFP, will be considered privileged and confidential, including all such information relating to individual AFP members, any actions to establish, amend, or enforce AFP operations, policies, plans, goals, objectives, and discussion by AFP members, staff, and third parties regarding these subjects.
2. Confidential information shall not include information previously known to me, the general public, or previously recognized as standard practice in the field.
3. I agree that I will hold all such privileged and confidential information in confidence during my lifetime and will not use or disclose such information except as may be authorized by AFP and will make my best effort to prevent its unauthorized disclosure. I acknowledge that unauthorized disclosure could cause irreparable harm and significant injury to AFP and its members. I agree that upon request, I will return to AFP all written or descriptive matters supplied by AFP, including committee agendas, minutes, and supporting documents.

I have read AFP's Conflict of Interest and Nondisclosure Agreement and agree to its terms.

Signature _____ Print Name _____

Organization _____ Title _____

Date _____