



Waunakee Neighborhood Connection Board of Directors Contract

As a board member of Waunakee Neighborhood Connection, I understand my duties and responsibilities include the following:

1. I will interpret and communicate WNC's mission, programs, and services to the community.
2. I will attend monthly board meetings or contact the Board President/Executive Director if I am unable to attend. I understand that I may be terminated from the Board if I have more than two unexcused absences.
3. I will come prepared to every board meeting with my Board Manual and by reading and printing out all documents and putting them in the appropriate places in the Board Manual that are provided in advance.
4. I understand that commitment to this board will involve several hours per month.
5. I will act in the best interests of WNC and recuse myself from discussion and votes where I have a conflict of interest per WNCs Bylaws.
6. I will stay informed about the operation of WNC. I will ask questions and request information to assist me in fulfilling my Board responsibilities.
7. I will participate in and take responsibility for making decisions on issues, policies, and other Board matters.
8. I will work in good faith with staff and other Board members as partners towards achievement of our goals.
9. If I am requested for a support letter or media statement as a representative of WNC's Board of Directors, I will get approval from the Executive Director before taking action.

As a board member, you will be asked to build the following relationships:

To WNC's Bylaws:

Your status is that of an individual acting in a governance capacity. You have the right to exert your influence with the Board for approval of actions and policies, but your authority does not go beyond your vote. You have no authority as an individual to commit WNC to any action or policy.

To the Community:

You are an official representative of WNC. You are also an unofficial representative of the entire community. You should defend WNC against criticism and take steps to remedy conditions that cause justified criticism.

To WNC's Staff:

Your responsibility for WNC staff is limited to that of advisor. The Executive Director is responsible for hiring, firing, and all other management functions of staff members.

To Committees & Task Forces:

You have a responsibility to keep informed about the activities of all committees and task forces because you may eventually be asked to participate and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structures and guidelines.

To WNC’s Board:

You are a co-partner in the important work of the Board to improve the lives of our neighbors through WNC. You have assumed a position of public trust. You should disassociate your personal interests from Board activities.

To WNC’s Financial Stability:

Financial support of WNC comes from direct public support and partner sponsorships. WNC operates on a budget approved by the Board. It is the responsibility of WNC’s Board to understand the relationship between the budget and WNC’s sustainability plan in order to reach established objectives and goals.

To WNC’s Donors/Sponsors/Supporters:

You will support WNC through the following recruitment and contributions:

- Recruit at least (20 participants) for WNC’s Horrible Holiday Sweater Shuffle
- Recruit 1 team (6 people) for the WNC’s Big Waunabowskee Bowlathon
- Recruit at least 1 family (4 people) for WNC’s Moonlight Masquerade Mash
- Participate in Partner Related Fundraisers
- Annual Contribution

In turn, WNC is responsible to me in a number of ways:

1. WNC will help me perform my duties by keeping me informed about issues related to WNC’s mission, programs, and services.
2. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my responsibilities to WNC.
3. If WNC does not fulfill its commitments to me, I can call on the Board and Executive Director to discuss WNC’s responsibilities to me.

Signed,

Board Member Printed Name

Board Member Signature

Date

Term Start Date

Term End Date