

BOARD MEMBER EXPECTATION AND COMMITMENT AGREEMENT

General Expectations

1. Support Arbor Circle's mission, goals, policies, and programs; keeping the safety and quality of care and treatment for clients at the forefront.
2. Be committed to the organization's equity and inclusion work including understanding the needs and diversity of the communities served by Arbor Circle.
3. Be an advocate and act as an ambassador for Arbor Circle.
4. Serve as a trusted advisor to the President/CEO as they develop and implement Arbor Circle's strategic plan.
5. Abide by Arbor Circle's Board Bylaws and Policies.
6. Identify and cultivate potential nominees to the Board who can make significant contributions to the work of the organization.
7. Support and mentor new Board members.
8. Serve on at least one committee and/or workgroup as assigned by the Board Chair.
9. Participate in Board self-assessments and annual evaluations, and be open to constructive criticism on performance as a Board member.

Meeting Requirements

1. Attend 70% of regular Board meetings, and those called by the Chair. Meetings may be attended in-person or virtually.
2. Attend 70% of assigned committee meetings. Meetings may be attended in-person or virtually.
3. Active participation in Board work, including, but not limited to: preparing for each meeting and actively engaging in collaborative discussions at board and committee meetings.

Fundraising Expectations

1. Make an annual financial contribution within personal means.
2. Participate in achieving the organization's annual fundraising goal.
3. Support the fundraising efforts of the organization.
4. Attend as many of the organization's fundraising events as possible to help promote the organization's mission and build relationships with supporters and the general community. Board members will be made aware of other community events as they arise.

Fiduciary Responsibility

1. Approve and monitor an annual operating budget; and, as appropriate, approve a long-term capital expenditure plan.
2. Approve annual audit reports and material business decisions as needed.

Conflict of Interest/Confidentiality

1. Sign annually the Confidentiality & Conflict of Interest Statement and abide by the expectations.
2. Contribute to a climate of mutual trust and support between the Board and the organization.
3. Ensure decisions made about the organization are done so on behalf of the organization and not for personal gain.
4. Donor and volunteer lists will be used only for the purpose of supporting the organization and not used for private purposes.

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Confidentiality and Conflict of Interest Statement

1. Confidentiality

All members of the Board of Directors, including Board committee members and Ex Officio members, as defined in Article 3 of the Agency ByLaws, shall be required to sign and abide by the organization's standard pledge of confidentiality which ensures that information about the organization and decisions made by the Board of Directors and its management team that is not otherwise public information or is obtained from a third party outside of Arbor Circle, will be kept confidential and shared only with other Board members and employees as defined by the Corporation.

In addition, as a Board member, I understand that I may have access to information about clients and their families. I understand that all client information, both written and verbal, is confidential and protected by:

- Michigan Mental Health Code (Public Act 258, Section 748),
- Federal Regulations Governing the Confidentiality of Alcohol and Drug Abuse Records (42 CFR Part 2), and
- Health Insurance Portability and Accountability Act (45 CFR Parts 160 & 164).

2. Conflict of Interest

All members of the Board of Directors, including Board committee members and Ex Officio members, as defined in Article 3 of the ByLaws, shall be required to sign and abide by the organization's standard conflict of interest statement, which ensures that decisions made about the organization are done so on behalf of the organization and not for personal gain or other gain.

By signing this Statement, I agree to abide by Arbor Circle's policies and procedures regarding Confidentiality and Conflict of Interest. I acknowledge that I have also been offered the opportunity to ask questions about these policies and procedures.

Verification of Identity & Consent to Background Checks

1. Board members will supply Arbor Circle with proof of identity in the form of picture identification at appointment to the Board and any time their personal information changes.
2. Board members consent to the use of the requested personal information for the purposes of completing criminal, driving, Medicaid and/or Medicare or other related background, compliance and regulatory verifications or checks required of the agency and / or our funders to be completed at board appointment and ongoing. Board members agree to complete the Central Registry Clearance Request.

Board Member Signature

Date

Printed Name

