



AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY

I, _____ understand that as a member of the Board of Directors of the American Indian Science and Engineering Society (AISES), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend no less than four of the six board meetings per year. Two meetings are in-person and four are video conference.
3. I agree to chair or serve on a board committee meeting as directed by the Board chair.
4. I will make an annual personal financial contribution to the organization. A \$500 minimum contribution is suggested but any amount is acceptable (\$50 minimum is suggested for student representatives).
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
7. I will work in good faith with the Chief Executive Officer and other board members as partners towards achievement of our goals.
8. If I do not fulfill these commitments to the organization, I will expect the board chair to contact me and discuss my responsibilities and help me to decide if I should continue to serve on the board.
9. I have the support of my employer and will cover my travel expenses associated with Board participation.

In turn, the organization will be responsible to me in several ways:

1. At each board meeting, I will receive financial reports, previously reviewed and approved by the finance committee, as well as updates of organizational activities, that allow me to meet the "prudent person" standards of the law pertaining to Nonprofit best practices.
2. Opportunities to provide input to the Chief Executive Officer and the Board Chair about the organization's programs, goals, and activities.

3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which AISES works, and by offering me opportunities for professional development as a board member.
4. Board members and the Chief Executive Officer will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair to discuss the organization's responsibilities to me.

Conflict of Interest Statement

The standard of behavior at AISES is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of the AISES Organization on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the AISES Organization's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed:

Member, Board of Directors

Chair, Board of Directors

The board Chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board Chair, and keep the other for reference.