

MOCA Board of Directors Expectation Agreement

I, _____, understand as a condition of becoming and remaining a member of the _____ Board of Directors, I have a responsibility to ensure that the Museum does the best work possible in pursuit of its goal and to adhere to the following expectations:

As part of my responsibilities as a board director, I agree to:

General Expectations

1. Support the organization's mission, purpose, goals, policies, and programs, while knowing its strengths and needs.
2. Maintain confidentiality of the board's sessions and not disclose any information that is designated as confidential or is disclosed under conditions in which a reasonable recipient would realize that the information is confidential.
3. Follow the bylaws and uphold the board's legal and charter responsibilities.
4. Suggest possible nominees to the board who can make significant contributions to the work of the board and the progress of the organization.
5. Serve actively on committees as requested by the Board Chair/Co-chair.
6. Attend activities and events sponsored by the museum whenever possible.
7. Select, support, and review the performance of the Museum President.
8. Support and encourage the Museum President as appropriate and work in good faith with senior staff or other board members as partners toward achievement of our goals.
9. I believe in the museum's mission and purpose, and I will act responsibility and prudently as its steward.

Meetings

1. Prepare for and participate in board meetings, committee meetings, including museum activities and events.
2. Understand that I am required to regularly attend all meetings of the Board as prescribed in Section 12 of Article III of the bylaws. If I cannot meet this requirement, I will no longer be qualified to serve on the board and may be removed.
3. Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
4. Maintain confidentiality of the board's sessions and executive sessions and not disclose any information that is designated as confidential; or is disclosed under conditions in which a reasonable recipient would realize that the confidential Information is confidential.
5. Speak for the Board or the museum only when authorized to do so.
6. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

Avoiding Conflicts

1. Serve the museum as a whole rather than any special interest group or constituency.
2. Act in the best interest of the museum, avoid even the appearance of a conflict of interest and disclose any possible conflicts to the board in a timely manner.
3. Avoid asking special favors of the staff, without prior consultation with the Museum President, Board Chair/Co-chair, or committee chairperson.
4. Avoid prejudiced judgements on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.

Fiduciary Responsibility

1. Exercise prudence with the board in the control and transfer of funds; ensuring adequate resources.
2. Faithfully read and understand the museum's financial statements and otherwise help the board fulfill its fiduciary responsibility, including approval and monitoring of operational and capital budgets.



Fundraising

1. Fundraising is part of a board’s major responsibility, and financial support of the annual appeal and special events is expected. Board members are expected to make an annual financial contribution according to the bylaws ARTICLE III SECTION 2 which identify the Give or Get Policy.
2. Assist the museum by implementing fundraising strategies through personal influence with others, i.e., corporations, foundations, individuals, signing letters, support development staff in donor visits, and so on.
3. Actively participate in fundraising special events, programs and activities.

If I do not fulfill these commitments to the Museum of Chinese in America, I will expect the board chair to call me and discuss my responsibilities.

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

1. I will be provided, without request, periodic financial reports and an update of the museum’s activities that allow me to meet the “prudent person” standards of the law.*
2. Opportunities will be offered to me to discuss with the Museum President and the Board Chair/Co-chair the museum’s programs, goals, activities, and status; additionally, I can request such opportunities.
3. The museum will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.

_____ Date _____

Member, Board of Directors

_____ Date _____

Chair/Co-chair, Board of Directors

* The “prudent person rule,” applied in many legal settings in slightly differing language, states that an individual must act with the same judgement and care as, in like circumstance, a prudent person would act.