



Board of Directors Commitment Letter

I _____ agree to serve as a member of the Georgia Chess Association (GCA) Board of Directors. As a member, I will actively pursue professional development activities to benefit my service to this board and know that various research options will be made available to me. I understand that my term of office begins on _____ and extends for 2 years, ending _____.

As a member of the Board of Directors, I agree to:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
 - a. \$25-150 Enter specific amount of contribution: _____
 - b. Other agreed upon contribution: _____
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);
- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
 - a. Board of Trustees Roles and Responsibilities,
 - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
 - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
 - d. Various policy and procedures
- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;

- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;
- 17) Maintain communication with other Board members throughout the year as needed.

I understand that as a member of the GCA's Board of Directors, I will not receive any special treatment from the organization.

I commit myself to the minimum of 2 years of service as a member of GCA Board of Directors. I understand that as an officer, I can hold office in my role for up to 2 terms or with Board approval be extended until a successor shall be duly elected.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of GCA, I will give 30 days' notice of resignation to the President of the Board or the Secretary of the Board (in the event that the Board President resigns).

Name (printed)

Name of President (witness)*

Signature

Signature of President*

Date

Date

*1st or 2nd Vice President or Secretary will witness and sign President's Commitment Letter.