

# Board Duties

## Duties of Advisory Boards and Members

### I. Duty of Care

- Attend regularly scheduled Advisory Board events: meetings and annual meetings, board training and orientation
- Prepare well for all advisory board and committee meetings; review all data prior to meetings
- Participate on committees of the Advisory Board when asked
- Contribute positively to discussion, with an ability to compromise and mature as a board member
- Assist with fundraising if asked, and when required
- Make your own personal financial commitment to the organization - small or large, current or future - that fits your own situation.
- Be knowledgeable about *all* committee work
- Be knowledgeable about organizational finances

### II. Duty of Loyalty

- Avoid conflict of interest or the appearance of such
- Establish a written conflict of interest policy
- Maintain the confidentiality of the board room
- Observe high standards of integrity
- To work and act in unity, for the benefit of the organization

### III. Duty of Obedience

- Agree in principle to work under, and become familiar with governing guidelines of the organization
- Agree in principle to abide by, and become familiar with the fund agreement with Minnesota Community Foundation / The Saint Paul Foundation