



NATIONAL LATINA BUSINESS WOMEN'S ASSOCIATION- LOS ANGELES (NLBWA-LA)

Board Member Responsibilities and Expectations

The purpose of the “Board Member Responsibilities and Expectations” is to help ensure that all Board Members of NLBWA-LA are aware of the general responsibilities and expectations of each member of the Board of Directors. Active participation and adherence to these guidelines by each board member will ensure that the mission and goals will be met.

❖ **General Expectations**

- Be familiar with NLBWA-LA’s mission, purpose, goals, policies, programs, services, strengths, and needs.
- Serve on 2 or more committees.
- Serve as a Chairperson for 1 or more committees.
- Attend at least 1 NLBWA-LA sponsored program or event per month.
- Be physically present at 9 out of the 12 monthly meetings.
- Prepare for and conscientiously participate in Board and Committee meetings as well as sponsored programs and events.
- Review and respond to Board communications (emails, text messages, or phone messages) in a timely manner.
- Follow and support the decisions of the Board. Do not undermine those decisions even if you disagree.
- Do not disparage or impugn the reputation of NLBWA-LA to members of the public.
- Attend the mandatory NLBWA-LA Annual Retreat
- Donate to or obtain third party donation for NLBWA-LA in the amount of \$2000.

I, _____, acknowledge that I have reviewed the NLBWA-LA *Board Member Responsibilities and Expectations* and accept all the terms and conditions as set

forth above. I also understand that if I am not meeting my responsibilities or expectations as set forth above, I may be subject to removal from the Board.

Date:

NLBWA-LA Board Member