

## A promising practice sample document

# Board Member Agreement

**Source:** [Habitat for Humanity Maui](#)

The following document is an example that illustrates a promising practice in board leadership. We encourage you to use this example to inform the creation of your own materials. Please note that Habitat for Humanity International did not produce, does not own and is not responsible for updating the content of this document.

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### Revision/review history

Date	Explanation
August 2025	First publication on MyHabitat.



## Board Member Agreement

I, \_\_\_\_\_, understand that as a member of the Board of Director of Habitat for Humanity Maui, Inc., I have a legal and moral 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 describe the organization's work and values to the community, represent the organization and acts a spokesperson.
2. I will attend at least 80% of regular board meetings, committee meetings, and special events.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will act in the best interests of the organization and excuse myself from discussion and votes where I have a conflict of interest.
6. I will take the initiative to stay informed about what is 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 staff and other board members as partners toward achievement for our goals and be respectful of the staffing structure in place.
8. I will support my fellow board members, value their opinions, and stay open-minded and flexible.
9. If I do not fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.
10. I understand that I can run for re-election for a second term and up until three two year terms for a total of six years on the board.
11. I understand that this position is for a course of two years and will expire on \_\_.

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

1. I will be sent, without request, monthly board packets including pertinent financial report and be updated at board meetings on the organizational activities that allow me to meet the "prudent person" standard of law.
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's program, goals, activities and status: additional, I can request such opportunities.
3. The organization 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.
4. Board members and staff will respond in a straightforward fashion to questions I have 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 toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board present and executive director to discuss these responsibilities.

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Board Member (Signature)

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President, Board of Directors

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Date