Sample Nonprofit Organization Name
Board Member Requirements

The minimum requirements of Nonprofit Organization name board members are as follows:

- **Commitment:** Minimum three year commitment to Nonprofit organization name.

- **Attendance:** Attendance of a minimum of ¾ of the monthly board meetings – 7 of 10 meetings – January through November.

  - Board member is responsible for calling the organization if they will be unable to attend a meeting at least 24 hours prior to the meeting. Quorum is required on any votes, and this will assure quorum is present.

  - Board member is responsible for signing in at the board meeting. Minutes will include those members signed in on the attendance sheet.

  - After 3 board meeting absences, the Secretary of attendance will call the board member to remind them they have missed the maximum number of meetings.

  - After the 4th meeting is missed, the board member is responsible for calling the Secretary of attendance to discuss extenuating circumstances regarding the absences. If no call is received, a call will be made to the board member. The Secretary of attendance will then bring the Board up to date on the situation for determination on board status.

- **Participation:** Active participation in monthly committee meetings of one Organization Committee:
  - Marketing — Operating
  - Resource — Finance
  - Program — Nominating/Personnel

- **Contribution:** Financial contribution to the Organization annually.

- **Volunteering:** Volunteer commitment to Organization annually through any of the following events:
- Golf Tournament — September
- Fun Fest — October
- Graduation — April, December
- Tutoring — On-going

SAMPLE