

Board Member Responsibilities
Memorandum of Understanding
(Name)
(Date)

As a member of the Board of Directors of the disAbility Law Center of Virginia (dLCV), I [NAME] pledge to support the organization in the following ways:

- I will be prepared for and attend all meetings of the Board of Directors, or give adequate notice to the President and/or Executive Director when I cannot.
- I will serve as a member of the following committee(s) or task force(s), and support the work of that group by preparing for and attending meetings, notifying when I cannot attend, and completing assignments as agreed upon:
 - _____
- As appointed by the President of dLCV BOD, I will serve as the chair of the following committee(s) and/or task force and provide leadership for that group:
 - _____
- I will make a charitable contribution to dLCV this year.
- I will also support dLCV during the year in the following ways when requested:
 - work with staff on planning and executing events (e.g., fundraising, training)
 - work with staff on in-house projects (e.g., grant writing, marketing tools,)
 - represent dLCV at community events
 - assist with the review of incident reports
 - proofread briefs and public documents
 - other: _____

I will perform the expected duties of a Board member with fidelity to the mission, with due care and loyalty, and with adherence to the Board's bylaws and operating procedures.

This agreement will be renewed annually and may be revised if necessary based on changed circumstances.

Signed,

(Name), Board Member

(Name), President, Board of Directors

Date: _____

Date: _____