



Board & Committee Member Agreement

Between _____
and
Triangle Healthcare Executives' Forum of NC (THEF)

1. I have read the mission and bylaws of THEF and share the organization's commitment to further professional knowledge and to promote growth of membership, meet members' professional, educational and leadership needs, promote high ethical standards and conduct, advance healthcare leadership and management excellence and promote the mission of ACHE.
2. I understand that the time commitment associated with being THEF board or committee member may vary from month to month. I agree to make board service one of my key priorities during my term.
3. I agree to represent and speak on behalf of the organization so that others in the community may learn about, benefit from, and contribute to the services that THEF provides. In addition, I agree to use my existing professional and online professional social networks to promote events, fundraisers, and news from THEF.
4. I agree to familiarize myself with THEF's annual goals and am committed to staying current regarding the organization's programs and services, partnerships, operations, marketing strategies, fundraising and development activities, and other aspects of the business through direct engagement with the Board Updates and other communication as appropriate.
5. I agree to do my part to help secure financial support for THEF. I will maintain an active ACHE membership. In addition to purchasing tickets or paying fees associated with THEF special events and activities, I agree to tap into my personal and professional networks to help sponsorship secure potential resources.
6. I will contribute pro bono technical assistance and consultation in areas that are consistent with my talents and areas of expertise. I understand providing contacts and developing relationships for the benefit of the THEF is one of my primary responsibilities as a THEF Board Member.
7. I will do my best to carry out whatever work I agree to do for the organization. If I find difficulty in keeping a commitment, I will advise the Board President, President-Elect, Immediate Past President or the Committee Chair, as appropriate. I can expect to



receive whatever training may be needed to carry out my duties on behalf of THEF.

8. I will make Board meeting, committee meeting and event attendance a priority. I will do my best to contact the appropriate Board representative (e.g., President or Committee Co-Chair) in advance of any absences from scheduled meetings. I will also take responsibility for initiating contact with a fellow Board or committee member within one week following any missed meetings for a debrief on discussions, outcomes and action items.
9. I agree to respond to all email, phone, and personal requests from the THEF Board/Committee Members within 2 business days of receipt.
10. I will make every effort to bring new talent to the attention of the organization, including prospective new Board Members and volunteers for committees and events.
11. I agree to act in the best interest of THEF and identify questions, issues and concerns as appropriate. I will avoid any personal or professional conflicts of interest to the extent possible and, where unavoidable, will identify them to the Board President in a proactive and transparent manner.
12. If I am unable to fulfill the duties of Board membership before my term expires, I will notify the Board President immediately and make arrangements to transfer any outstanding responsibilities to colleague(s) on the Board and/or recruit a new board member.
13. I accept the above commitments as a statement of my responsibilities as a Member of the Triangle Healthcare Executives' Forum Chapter Board and recognize that my full participation is important to the ability of THEF to serve its members.
14. I agree to become a Member of the Board of for a term beginning _____ and running for ____ years through _____ in keeping with its bylaws.

Signature and Date