



American Indian Science and Engineering Society

P.O. Box 9828, Albuquerque, New Mexico 87119-9828

Phone (505) 765-1052 Fax (505) 765-5608 www.aises.org

I, _____ understand that as a member of the Board of Directors of the American Indian Science and Engineering Society (AISES), I have a legal and ethical 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 interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. Each year 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 discussions and votes where I have a conflict of interest.
6. I will stay informed about what's 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 the Executive Director and other board members as partners towards achievement of our goals.
8. If I don't fulfill these commitments to the organization, I will expect the board chair to call me and discuss my responsibilities with me.
9. I have the support of my employer and will cover my travel expenses associated with Board participation.

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

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law pertains to Non-Profit best practices.
2. Opportunities will be offered to me to discuss with the executive director and the board chair the organization's programs, goals, activities, and status; additionally, 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 the Executive Director will respond in a straightforward fashion to questions 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 towards achievement of our goals.

5. If the organization does not fulfill its commitments to me, I can call on the board chair and executive director to discuss the organization's responsibilities to me.

Conflict of Interest Statement

The standard of behavior at AISES is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of the AISES Organization on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the AISES Organization's decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed:

Member, Board of Directors

Chair, Board of Directors

The board Chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board Chair, and keep the other for reference.