

MUTUAL EXPECTATIONS AGREEMENT

Board members are the fiduciaries who steer the organization toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure UMC has adequate resources to advance its mission. Rather than managing day-to-day operations, board members provide foresight, oversight, and insight. Your role as stewards of the nonprofit involves fundraising and advocating for the nonprofit's mission. The success of UMC is critically tied to achieving fundraising goals and financial objectives, which will determine our capacity to provide meaningful grants within Knox and Waldo Counties.

AS A BOARD MEMBER, I AGREE TO:

1. Attend and be well prepared for meetings.
2. Be an active member of a working committee.
3. Duty of Due Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and goodwill; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability.
4. Duty of Loyalty: Make decisions in the best interest of the nonprofit corporation; not in his or her self-interest. Board members, officers, and staff will work in good faith with each other toward achievement of our goals.
5. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission.
6. Understand and participate in UMC's grant process.
7. Participate in and attend UMC events as well as act as a representative of and advocate for UMC in the community we serve.
8. Identify and recruit potential committee and board members.
9. Stay curious and develop your Nonprofit IQ - attend/participate in at least one nonprofit webinar/workshop per year.
10. Make individual financial contributions to UMC at a personally comfortable level in addition to offering my talents, expertise and connections to further UMC's mission.

I CAN EXPECT IN RETURN:

1. UMC board meetings will be well-run and productive, with a focus on decision making rather than reporting.
2. UMC will provide me with orientation tools, including an organizational and committee overview.
3. Timely, accurate, and complete financial statements distributed prior to Board meetings.
4. Prompt and straightforward replies from board members and staff to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization.
5. An open door policy to arrange time with the executive director and/or the board president to discuss the organization's programs, goals, activities, and status.
6. UMC will keep me updated with materials/talking points, and a schedule of events where I might represent the organization.
7. UMC will keep me informed about issues in the industry and field and offer opportunities for professional development as a board member.
8. Appreciation for my dedication and commitment through support of the exercise of my talents and expertise on behalf of the organization, and by making efficient use of my time.

BOARD MEETINGS AND TIME COMMITMENT

- UMC Board members should be able to commit to 3-6 hours per month for meetings and work on behalf of UMC. This includes time spent in meetings and time spent preparing for meetings.
- The board of directors currently meets monthly on the third Tuesday of the month, at 4pm in the conference room at 87 Elm St, Camden. Meetings typically last 1 – 1.5 hours.
- The Executive Committee meets on an ad hoc basis. Any board member can attend these meetings.
- Committees of the board will meet as necessary to accomplish goals and responsibilities. Board members are asked to serve on at least 1 committee. (see committee description list within bylaws).
- Board members are asked to attend UMC events and to represent the organization at other events attended in the community.

CODE OF ETHICS

United Midcoast Charities is committed to making Knox and Waldo counties a better place to live for all. To this end, all staff, donors, board and volunteers commit to:

- Act honestly, truthfully and with integrity in all our transactions and dealings; Avoid self-dealing, inurement and private benefit;
- Foster a transparent, effective, and accountable organization through open communication, mission focus, and good faith;
- Act responsibly and thoughtfully toward the communities in which we work and for the benefit of the communities that we serve;
- Treat every constituent fairly, with dignity and respect;
- Ensure equitable distribution of power and foster the empowerment of those who are under-represented;
- Foster community engagement to ensure that the solutions we fund are developed in partnership with those who will benefit;
- Treat our employees with respect, fairness, good faith, and to provide conditions of employment that safeguard their rights and welfare;
- Create an environment free of harassment, intimidation, and discrimination;
- Support the growth of accountability, transparency, ethical conduct, and effectiveness of the nonprofit field;
- Bring any questionable action or violation of these standards to the attention of the President or Executive Director in a prompt and direct manner.

I have read the Mutual Agreement and Code of Ethics, and agree to fulfill the commitments therein.

Board Member signature, date