**SAMPLE Annual Board Member Commitment Letter/Pledge Form**

(Modify as needed to reflect your organization’s culture, values, practices and intentions.)

During the coming board year, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print) will:

**Participation**

* Attend and actively participate in board meetings. (Perhaps include # of meetings and note what bylaws say about attendance and consequences for absences.)
* Attend and actively participate in (Name of committee and role on the committee)
* Attend and actively participate in annual board retreat (if applicable).
* Be available to staff and fellow board members for phone or email consultations in between meetings.

**Resource Development**

* “Give” a personal unrestricted contribution of $\_\_\_\_\_\_\_\_\_\_ as a one-time gift in (MONTH) or make a monthly gift of $\_\_\_\_\_\_\_\_. (Modify this section as desired and reflect written Give/Get policy, if in place)
* “Get” financial and/or in-kind contributions with a minimum value of $\_\_\_\_\_\_\_\_\_. (Reflect written policy)
* Contribute to the annual appeal (may be part of the “Give”)
* Attend as many organization events and fundraisers as possible. (perhaps note which events, or number of events e.g., annual gala, 5K walk, etc. Contributions and outside support can be part of “Give” and “Get.”)
* List other commitments e.g., Host a “friend raiser”, invite staff to speak at professional associations or other groups, host a “fundraiser”, etc.
* Update my contacts list with staff.

**Ambassador**

* Communicate the good work of the organization to my personal and professional networks.
* Participate in the advocacy efforts of the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member Name Date

­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Name Date

Resources/Sample

<http://www.blueavocado.org/content/board-member-contract>

<https://www.adelphi.edu/wp-content/blogs.dir/91/files/2012/09/boardmembercontract.pdf?t=1347912985-74862>