



## **BOARD MEMBER AGREEMENT**

I understand that, as a member of the Board of Directors of the Space Coast Apartment Association, I have a legal and moral 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 association, and I will act responsibly and prudently as its steward.

My role as Director of the Space Coast Apartment Association will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from that of the executive director, to whom is delegated responsibility for determining the means of implementation of board policy.

My Pledge:

- I will interpret the SCAA's work and mission to the industry and to the community at large.
- I will serve as an advocate for SCAA, encouraging my staff, co-workers, and employees to participate in its programs and activities.
- I will attend board meetings unless there are circumstances beyond my control.
- I will act in such a manner as to uphold and enhance personal and professional honor, integrity, and dignity in all areas including personal and professional social media content and interactions.
- I will participate in: (1) attending all quarterly board meetings throughout the year; (2) serve on at least 1 SCAA committee & attend said committee meetings; (3) evaluation of the executive director; (4) volunteer at major SCAA events and (5) board development workshops, seminars, and other educational events that enhance my skills as a board member i.e., FAA Leadership Lyceum, CAM, etc.
- I will make a personal or corporate financial contribution to the SCAA at a level that is meaningful to me and/or my company.
- I will subordinate personal interests to the welfare of the association, act in the best interests of the association, and excuse myself from discussions and votes where a conflict of interest exists.
- I will support all actions taken by the board, even when I am in a minority position on such actions.

- I will refrain from intruding in administrative issues that are the responsibility of staff, except to monitor the results and ensure Board policy is followed.
- I will stay informed, ask questions, and request information.
- I will participate in and take responsibility for making decisions in issues, policies, and other Board matters.
- I will work in good faith with staff and other board members as partners towards achievement of our goals.
- I will observe parliamentary procedures outlined in Robert’s Rules of Order and display courteous conduct during all board, committee, and task force meetings.
- If, for any reason, I find myself unable to carry out the above duties, I agree to resign my position on the board of trustees.

The association’s pledge to me:

- To send, without request, periodic financial reports, and an update of organizational activities that allow me to meet the “prudent person” section of the law.
- To offer to me opportunities to discuss with the President and the Executive Director the association’s programs, goals, activities, and status.
- To help me perform my duties by keeping me informed about issues in the industry and by offering me opportunities for professional development as a Board Member.
- To respond to questions, I have that are necessary to carry out my fiscal, legal, and moral responsibilities to the association.
- To make the President and/or Executive Director available to discuss any concerns, requests, or questions I may have.

**Signed:**

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**Member, Board of Directors**

\_\_\_\_\_  
**Date**

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**President, Board of Directors**

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**Date**