



SAMPLE BOARD MEMBER AGREEMENT

We have provided the following Board Member Agreement for your chapter's voluntary use. Use of this agreement is not mandatory, but we find that boards are more successful if everyone knows what is expected of them and affirmatively agrees to the time and resource requirements of sitting on the Board.

You may utilize this agreement alongside your chapter bylaws and outline of board positions/committees to outline the responsibilities of each board member to the chapter. Things such as time commitments, expectations, and duty obligations are outlined for board member's review. You are welcome to adjust this document to best fit your Chapter.

The obligations of both the board as a whole to their membership and each individual board member to the rest of the board is outlined here. We recommend that each board member reads the agreement in its entirety and sign signifying their understanding of the commitment they have made to the chapter. If for any reason a board member is not upholding their responsibilities associated with their position, the board may choose to replace that board member so someone new can fulfil the duties of that position.

**WOMEN IN AVIATION (INSERT YOUR CHAPTER NAME) CHAPTER
BOARD MEMBER AGREEMENT**

Thank you for your commitment to Women in Aviation International (INSERT CHAPTER NAME HERE) Chapter! In a continuous effort to maximize our effectiveness, we have defined a meeting schedule along with minimum obligations required to maintain and support this position. Your participation is needed in order to effectively maximize the impact you have on this organization. You have been nominated and voted into this position as a result of your interest and dedication to our industry and this group. It is our goal to ensure that all board members remain committed to fulfilling their obligations throughout the term; therefore, we have defined minimum obligations and a mutual understanding for all Board Members. If you feel you cannot meet the minimum obligations, please respectfully decline your nomination.

Meeting Outline

The Women in Aviation (YOUR CHAPTER NAME) Chapter Board of Officers (“Board”) meets XX times a year in addition to chapter events and chapter meetings. There may be additional meetings as needed. The board meetings will be held via conference call, internet video chat and/or in-person. A tentative schedule of meeting dates for the board and chapter meetings will be distributed to all Board Members on an annual basis. Although the dates and times may change, the board will make its best effort to hold to the initial schedule. At least one week’s notice will be provided to board members of meeting time and location.

The board meetings will be:

- Held outside of normal business hours:
 - On a bimonthly basis, ahead of the quarterly chapter meeting.
 - Organized along with a detailed agenda that will be provided for all meetings:
- Agenda topics and topic material must be submitted at least three days prior to the meetings.

The chapter meetings will be:

- Held outside normal business hours on a bimonthly basis.
- Will be scheduled at the beginning of each calendar year. A tentative schedule will be distributed to members in January.
- Members will receive reminders of meetings 1.5 weeks and 1 day prior to the meeting
- Organized with a detailed agenda that will be provided for all meetings:
 - Agenda topics and topic material must be submitted to the President at least five days prior to the meeting.

<YOUR CHAPTER LOGO HERE>

- Off topic discussions or “Sidebars” will be parked until the next meeting, or until the next specified committee meeting unless they are critical to an agenda topic on the current agenda.

Chapter Events:

- Chapter events will focus on the purposes of the WAI Chapter:
 - Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
 - Cultivate, foster and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
 - Promote, encourage and facilitate membership in Women in Aviation International and your Chapter.
 - Support and promote the mission, vision, goals and objectives of Women in Aviation International.
- Chapter events will be planned at the beginning of each calendar year & a tentative calendar will be distributed to all members in January.
- Members will receive reminder of events 1.5 weeks and 1 day prior to the event.
- Board members are expected to attend and participate unless they notify the Board ahead of time.
 - Emergencies will happen and we understand if one occurs the day of an event please notify one of the board members if practical.

Girls in Aviation Day (GIAD)

- Held once a year, WAI informs chapters of the date.
- Board members are expected to attend and participate unless they notify the board ahead of time. Board members are not required to be on the GIAD planning committee but if they are, they are expected to maintain all outlined chapter board member duties as well as GIAD outlined duties (see Chapter Continuity tool).

Attendance Obligations

- It is expected that you attend a minimum of 50% of the board meetings. Attendance at all meetings is strongly encouraged.
- Of all chapter events, it is expected that you attend more than half of the events.
- For Girls in Aviation Day it is expected that you be present all day.
- Should you fail to meet these minimum obligations, your position on the Board is subject to review by the other Board Members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

Duty Obligations

- You are required to perform all duties associated with your position as outlined by the Chapter Bylaws AND Chapter Continuity Tool (see Expectations of Board Members & Leaders section).
- Should you fail to perform these duties, your position on the Board is subject to review by the other Board Members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

While these requirements may seem demanding, we feel that with adequate notice and preparation, it should be a very attainable level of participation for us all. We appreciate your desire and dedication to the goals of the WAI (INSERT CHAPTER NAME HERE) and thank you for your participation. With you and your support, WAI (INSERT CHAPTER NAME HERE) will remain a premier chapter in the WAI Chapter Network.

Please be sure to thoroughly review the Chapter Expectations of Board Members in the Chapter Continuity tool – including possible lead positions on various committees - prior to signing this agreement. Note that this is only an outline of possible required duties of the position and duties can change at any time, with your consent, in order to better the chapter as a whole.

I have received, and reviewed the (YOUR CHAPTER'S NAME) guidelines and the chapter continuity tool and agree to the obligations set forth herein:

Board Member Name: _____

Signature: _____

Date: _____

President's Name: _____

President's Signature: _____

Date: _____