

**Partners in English Language Learning**  
**VOLUNTEER BOARD MEMBER**  
**Duties, Responsibilities and Conflict of Interest Policy**

*Dear Prospective Board Member,*

*Thank you for considering membership on the Partners in English Language Learning Board. Please read this description of Board membership. The President and/or a Board Member should be meeting with you shortly. Please note that there is a signature requested at the end of this document to indicate your interest in a Partners in English Language Learning Board position. Questions should be directed to Myra Arstein, PiELL President at 530-432-4951.*

*Thank you!*

*PiELL Executive Board*

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**General Responsibilities**

- Each Board Member serves as a voting member of the Board, according to the term and service parameters set forth in the Bylaws.
- Partners in English Language Learning’s Board is a “working board”, which means that Board Members are expected to put in time beyond that required for monthly Board Meetings.
- Board Members report to the President of the Board or his/her designee and serve a two-year term, which is renewable.
- Act as a part of the full Board, each Board Member contributes/develops policies, procedures and regulations and makes decisions, which govern the operations of Partners in English Language Learning.
- Board Members monitor the performance, fundraising and related activities, finances and investments, community programs, relationships with other non-profits.
- Attend and participate in, as fully as possible, special events – at least a 10-hour commitment annually.
- Provide feedback if requested by the President regarding Program Coordinator performance.
- The Board should ensure that the President and Executive Committee members have the moral and professional support needed to further the goals of the organization.
- If anything occurs during the year that would not allow a Board Member to keep intentions of being a positive contributor to the board, said, Board Member will talk to the officers about a voluntary resignation or leave, thereby allowing another to serve.

**Meeting Attendance**

- Attend scheduled meetings (at least ¾) of the full board, usually monthly.

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- Attend all meetings of Board Committees the Member has volunteered to join.
- Attend Board work sessions, retreats and appropriate training sessions.
- Be well informed and prepared for meetings.
- Listen respectfully to all viewpoints.
- Provide advance notice to the President or any other member of the Executive Committee if the President can't be reached when unable to attend scheduled Board meetings.

#### **Community Relations**

- Represent Partners in English Language Learning and its program in the community through attendance and participation at appropriate events.
- Support good relationships with other non-profits.
- Inform others about the organization and act as an ambassador for the organization in public and private settings.

#### **Oversight**

- Establish, maintain and assure application of policies and procedures.
- Maintain awareness of Partners in English Language Learning's revenue health and major expenditures.
- Support pursuit, maintenance and thoughtful revision of Partners in English Language Learning's annual goals and strategic plan.
- Be informed about the organization's mission, services, policies and programs.
- Suggest possible nominees to the board who can make a significant contribution to the work of the board and organization.
- Keep up to date on developments in the organization's field.

#### **Misc. Duties**

- Contribute skills, knowledge and experience whenever appropriate.
- Assume leadership roles when asked or needed.
- Contribute to the annual fundraising as fully as your personal time and/or finances allow.
- Follow through timely if you commit to something.

#### **CONFLICT OF INTEREST POLICY**

- The standard behavior at Partners in English Language Learning is that all staff, volunteers and Board Members scrupulously avoid conflicts of interest between the interests of Partners in English Language Learning on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and 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 Partners in English Language Learning's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and Board Members.

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- In the course of meetings or activities, I will disclose any interest in a transaction or decision where (including my business or other nonprofit affiliations), 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 permitted to participate in the discussion, but will not be permitted to vote on the question or issue, and I have the option to leave the room for the vote if I so desire.
- I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Organizations or affiliations with which I have a relationship as of this date:

1. \_\_\_\_\_

2. \_\_\_\_\_

I have read and understood the contents of this entire document. I am interested in becoming a Board Member for Partners in English Language Learning or wish to reaffirm my service to Partners in English Language for the next 2-year term.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_