# BOARD MEMBER PARTICIPATION AGREEMENT

**As a member of the Board of Directors of Delta Institute, I have a legal and ethical responsibility to support the purpose and mission of the organization and pledge my commitment to assist in pursuing these goals. As a Board Director, I will consistently act responsibly and prudently.**

This Annual Participation Agreement directly aligns with our Diversity, Equity and Inclusion efforts—as we seek to infuse access, authenticity, and open/respectful collaboration into all processes at the Board, DEL, and staff levels. This Agreement, and related board relations processes, is designed to:

* Support each Board Director bringing their full selves to their Board service;
* Explore how to both contribute to Delta Institute’s work, while receiving personal and professional benefit from your Board service;
* Avoid and reject implicit bias or subjective review, so that all Board Directors are objectively analyzed and evaluated for continued Board service;
* Treat each Board Director equally and consistently; and,
* Strengthen and grow all of us, as we utilize best practices to inform and implement all Board relations at Delta Institute.

**By reviewing and signing this agreement, I understand my duties to include:**

### Oversight

**I hold legal, fiscal, and ethical responsibility, along with my fellow Board Directors, for the well-being of the organization.** As such, it is my responsibility to:

1. Be familiar with our budget and take an active part in the budget planning process.
2. Know and approve all policies and programs and oversee their implementation.
3. Take responsibility for making decisions on organization issues and board matters.
4. Interpret the organization’s work and values to the community, represent the organization and serve as a spokesperson.
5. Keep up to date on the business of the organization.
6. Commit to expansion and implementation of Delta’s Diversity, Equity, and Inclusion efforts, and all related policies and processes.
7. I will disclose all conflicts of interest and be prepared to recuse myself from discussion, decisions, and votes where I may have a conflict of interest. The organization may ask that I recuse myself as well, and I will adhere to that request.

### Give

**I pledge an annual (to be received during each fiscal year of board service) personal financial contribution to the organization commensurate with my personal capacity at any amount that is meaningful to me.** This may be given as a single annual donation for the duration of my Board service, or in installments during the year. I understand that the Director, Development and Communications, will discuss my annual contribution level with me, and that Delta is expected to be among the top three organizations/philanthropic causes I support.

### Get

In addition to a personal financial contribution to the organization, **I pledge to assist in raising additional resources for Delta via soliciting my network for contributions, publicizing and selling tickets to Delta events, and/or introducing Delta’s staff to potential donors—which may be individuals, corporations, foundations, or contracts.** I will coordinate these activities with the Director of Development and Communications and/or the CEO, who will liaise with the Board Development Committee. Examples of a “get:”

1. Soliciting your network through a Personal Letters Campaign, timed and segmented within annual individual/organizational giving campaigns;
2. Reaching out to your network on Giving Tuesday via social media and/or email;
3. Identifying and helping solicit major gift candidates;
4. Providing an in-kind donation that could be raffled, auctioned, or used to generate revenue;
5. Soliciting corporate or foundation contacts to expand organizational giving;
6. Connecting Delta with a potential project contract partner; and/or,
7. Soliciting corporate giving opportunities such as matching gifts, Jeans Days, or company holiday giving.

### Participate

**I pledge to adhere to the below attendance requirements and participation expectations, so that my board service may be meaningful, impactful, and collaborative.** Members are expected to actively engage in meetings, review all materials in advance, and come prepared to discuss current issues and business.

1. **Annual Retreat and Quarterly Meetings**: I will attend a minimum of three board meetings each fiscal year (Summer Annual Retreat, September, December, March, June); this includes all virtual/telecommuting options as in-person attendance is not mandated. Should I be unable to attend a meeting I will notify the CEO and Director, Development and Communications of my absence no less than 48 hours in advance of the scheduled meeting. Lack of notification/last minute notification will count as an unexcused absence. Attending less than 50% of the total meeting time (i.e. early departure, late arrival, or mid-meeting absence) is also counted as an absence. Absences are managed and tracked by Delta Institute staff, with attendance trends shared with the Chair and Vice Chair.
2. **Committee Meetings: I will participate on a Standing Committee (Finance, Development, or Governance & Nominating Committees) and attend at least three meetings per year.** Should I be unable to attend a meeting, I will notify the Committee Chair and/or appropriate Delta’s staff liaison. All Board Directors are expected to serve on at least one Standing Committee. Ad hoc Committees are formed Board Directors are encouraged to participate in any that align with their interests and expertise; membership in ad hoc committees are optional.

### Attend and Network

**I pledge to attend at least 1 Delta event per year, virtually or in-person.**  Additionally, I will assist in expanding the Delta network by bringing individuals and friends to events, making introductions, and serve as a spokesperson for the organization. This responsibility is related to the “Get” section as detailed above.

### Collaborate

1. I will work in good faith with my fellow board members and Delta staff toward the achievement of the organization’s goals.
2. Within the given timeframe for response (provided by Delta Institute staff), I will be expedient in my responsive to the stated needs and requests of my fellow board members and Delta staff, inclusive of meeting attendance, materials review, fundraising campaigns, and organizational governance. Consistent non-communication will be noted, and responded to by Delta staff and/or the Chair and Vice Chair.
3. If I would like to see changes in board governance to improve my experience and/or board effectiveness, I will communicate my desires to the Board Chair or CEO, who will make their best efforts to improve my experience on the board.

### Commitment to Diversity, Equity, and Inclusion (DEI)

Delta Institute is firmly committed to centering DEI in all organizational processes, inclusive of governance, human resources, project implementation, funding and budget considerations, and our culture writ large. It is a firm expectation that all Board Directors, in full good faith, shall operate within the intent of expanding, internalizing, and leading in our commitment to DEI.

### Respect

I pledge to conduct myself in a fully respectful and inclusive fashion, recognizing that for Delta to grow and flourish we must have all perspectives, backgrounds, and philosophies represented at all leadership levels.

**Should I fail to fulfill these commitments to the organization, I understand that the Board Chair will call upon me to discuss my responsibilities as a volunteer Board Director to Delta Institute. I will also be asked to check in on the status of my annual personal goals.**

**Should I no longer be able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Board of Directors in an ethical and positive manner that poises both me and the organization for continued success.**

Board Director:

Date:

* I wish to waive the automatically provided Board Member Travel Stipend.

# BOARD MEMBER PARTICIPATION VALUE STATEMENT

As an active and civically minded community leader, you have numerous options of how to spend your time. Delta Institute recognizes that the resources invested by you as a Board Director has an opportunity cost. We value your admirable decision to support Delta with your expertise, insight, and counsel. So that our relationship is mutually beneficial and fulfilling, Delta Institute strives to ensure that all Board Directors receive intrinsic meaning and value from their participation. We believe that we can—and should—offer our governing leaders value in the below areas (which are certainly not comprehensive):

### Quenching the thirst for knowledge

Delta is filled with environmental, economic, and strategic experts at all levels. We offer access to keen minds and extensive backgrounds that cover a wide variety of interesting and cutting-edge topics, such as the latest and greatest trends in sustainability, systems thinking, innovation, as well as the tried-and-true initiatives that just continue to work. This isn’t just lip service: We endorse our Board Directors asking hard questions—from each other and from our staff—so that together we grow in our understanding and thinking.

### Professional Development

Whether this is your first Board service or your tenth, Delta provides professional development through our Board governance—and we strive to continually evolve and grow our leadership processes and policies. We like to think that each Board Director leaves Delta “better” than they arrived, with renewed or expanded best management practices.

### Amplifying your Visibility

Delta consistently seeks to promote, amplify, and expand our shared visibility; your board service and professional accomplishments will be celebrated, shared, and noted on our organizational channels (social media, newsletter, events, and comparable). We currently have 6k+ gross network members, and create bespoke, custom content routinely to promote and share our board leadership—thus providing you with additional professional enhancement opportunities during your service at Delta.

Delta staff will be in contact with you prior to such promotions to get your approval, edits, and authorization to promote you as a key member of our governing leaders.

### Governance and Capacity Building

We hope that you can take Delta’s processes, policies, and frameworks to assist capacity building efforts in other organizations that you believe in. We welcome this!

### Support and Flexibility

We understand that everyone has different circumstances, and Delta strives to support board engagement with different options for prioritizing board service—everyone comes as they are.

### Networking and Fun

We don’t want to spend our lives in meetings. Though formal governance requires formal settings (at times), we provide fellowship and networking opportunities for our Board Directors that are anything but a “black tie gala.” And when health considerations require virtual engagement, we will keep it light-hearted, safe, and provide lots of opportunities to get to know your fellow leaders. This goes beyond our intimate audiences; we have an amazingly large solar system of interesting people that we work with that we are happy to link you to.