



Board Member - Responsibilities and Expectations Acknowledgement Form

Joining the DuPage Symphony Orchestra's (DSO) Board of Directors involves a commitment of your skills; time, talent, and resources. This document outlines the expectations for each DSO Board member. **We ask for your signed form to indicate that you have received this information and that you understand your responsibilities as a Board member.**

All Board members must abide by the basic legal and policy requirements outlined by the Illinois Attorney General for our not-for-profit organization. The information is available at <http://www.illinoisattorneygeneral.gov/charities/volunteers.html>. As provided on that website, Board members must:

1. Be active
2. Receive no material profit
3. Avoid conflicts of interest
4. Exercise judgment in overseeing the organization's affairs
5. Comply with applicable governmental regulations

Stated differently, Board members owe several responsibilities, called duties, in care of their non-profit organizations. Those are described as follows:

DUTY OF CARE - The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

DUTY OF LOYALTY - The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

DUTY OF OBEDIENCE - The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to advance the organization's mission. This duty also requires board members to obey the law and the organization's internal rules and regulations.

Specific to the DSO and to DSO Board members, the responsibilities of individual DSO Board members including the following:

- Be informed of the DSO’s mission, services, policies, and programs.
- Attend and participate in regularly scheduled board meetings and as many functions, such as special events, as possible.
- Actively participate on one or more board committees or task forces.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Share resources, contacts, expertise and talents to further the mission of the DSO.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization’s field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s financial statements.
- All board members are expected make financial contributions to the DSO.
 - All board members will make every effort to meet the minimum amount of financial contribution, currently \$750, every year.
 - Contributions may be made from the board member’s private resources, or may be raised in any manner that does not compromise the organization.
 - Personal individual donations, securing matching gifts, soliciting corporate / individual donations from their networks, purchasing subscriptions / concert tickets, purchasing a table / additional tickets to fundraising events.
 - Contributions may be scheduled in a series of smaller gifts or payments.
 - In the case of financial hardship, a board member who is unable to meet the minimum requirement may contribute to the best of his or her ability with the approval of the Board Chair.
 - Recognizing that major funding sources take the board’s financial contribution into account when assessing our organization as a potential beneficiary, the members of the board commit to achieving 100% compliance with this policy every year.
- Find ways to make being a Director fun – both for yourself and others!

By my signature below, I acknowledge that I have received this information from the DuPage Symphony Orchestra and that I understand that I have these responsibilities as a DSO Board Member.

Signature: _____ Date: _____