

## **Board Member Duties and Responsibilities**

As a NORDP Board Member, I understand that I am responsible, along with my fellow board members, for ensuring effective governance of fiscally sound programs as well as the strategic direction of the National Organization of Research Development Professionals (NORDP).

As part of my duties and responsibilities as a board member:

1. I will serve as a spokesperson, interpret, and understand the values of NORDP, and help to ensure that NORDP reaches its mission and vision.
2. I will attend all regular and special board meetings, actively participate in proceedings, and serve as an officer or on one or more committees. I will attend all regular committee meetings on which I serve and actively participate in the proceedings.
3. I will treat other board and committee members' opinions and ideas with professional respect and courtesy, and I will express mine in the same manner.
4. I will share resources and talents with the organization, including my expertise, my time and effort, and my contacts for financial support and/or in-kind contributions.
5. I will fulfill commitments within agreed-upon deadlines, maintain and promote high ethical standards including good-faith board decision making.
6. I will stay abreast of the issues and changes in the field of research development and avail myself of opportunities to improve my performance as a member of the Board of a nonprofit organization.
7. I will avoid any actual or perceived conflict of interest around financial activities and I will refrain from exercising any undue influence on matters that may promote my self-interest instead of NORDP's. I will disclose any conflict of interest, as defined by the NORDP Bylaws, immediately to the NORDP Board.
8. I will maintain the confidentiality of the private information of the organization's members, staff, clients, and other board members.
9. I will be fiscally responsible for the organization by being familiar with and approving budgets and expenditures and when contemplating policies that have a financial component. I will offer realistic estimates when asked to provide or obtain information.
10. In the event, for whatever reason, that I can no longer fulfill my duties and responsibilities as a NORDP board member, or if I become ineligible to serve on the Board, I will promptly notify the board chair and make arrangements to transfer my outstanding responsibilities to other members of the board of directors.

In turn, to help me meet my duties, NORDP will:

1. Provide necessary information, or access to information, needed to discuss program and policy issues, goals, and objectives as well as to keep me abreast of issues and standards in the research development field.
2. Provide regular financial reports that allow me to review NORDP's activities and financial position without request.
3. Respond in a straightforward and thorough manner to any questions I have that I feel are necessary to carry out my fiscal, legal, or ethical responsibilities to NORDP and its members.
4. Listen to my opinions and ideas with professional respect and courtesy.
5. Provide me with opportunities to discuss programs, membership statuses, revenues, and goals with the BOD and staff support
6. Allow me to discuss with the board president my responsibilities and rectify issues if NORDP is unable to fulfill its commitment to me.