



*Celebrating Three Decades of Service
to the Nonprofit Community*

The Nonprofit Center at La Salle University's
School of Business

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SAMPLE BOARD COMMITMENT LETTERS

Sample 1

I, _____, agree to serve as a voting member of the board of directors of [XYZ Organization] effective [date]. I understand that my [#]-year term will end on [date]. I might be eligible to serve [#] consecutive terms on this board.

During the next 12 months of my tenure as a board member, I agree to:

1. Protect and steward the mission of the organization and abide by all by-laws;
2. Review job descriptions of both board and committee members to ensure compliance with my responsibilities and expected accomplishments;
3. Serve as an active member of the [abc] committee;
4. Read and prepare all necessary materials in advance of board and other meetings;
5. Attend all meetings of the board and assigned subcommittee, as scheduled and called, unless excused;
6. Make an annual financial contribution of personal significance to the organization;
7. Join the organization as a paying member of the organization;
8. Obtain the corporate contributions guidelines from my employer and set up a meeting for us, if appropriate, with my corporate giving officer;
9. Support the board development committee by identifying a potential new board member, in keeping with their outlined criteria;
10. Participate in two, Saturday strategic planning retreats and subsequent planning activities;
11. Play an active role in fundraising for the organization.

While I am committed to fulfilling my commitment to this organization, I also agree to give appropriate notice of resignation to the Board President should circumstances prevent me from doing so.

Name _____ Board Position _____

Signature _____ Date _____

Sample 2

As a Board Member of _____ for the 20____ - 20____ year, I commit to the following:

- Prepare for and attend _____ out of 11 Board Meetings.
- Make a personal giving commitment of _____.
- Recruit _____ Members to the organization.
- Serve on a Committee(s): _____ (Executive, Finance, Nominating, and Programming).
- Help raise funds to support our work. My goal amount is _____, which I plan to fulfill through _____.
- Represent the organization to the general public through my professional, personal, and social networks.
- Assist in membership, volunteer, and board member recruitment efforts.
- Provide assistance at scheduled events and activities.
- Accept my legal and fiduciary responsibility to the Board by staying informed about what is going on in the organization; asking questions and requesting information; participating in and taking responsibility for making decisions on issues, policies, and other Board matters.
- Act in the best interests of the organization and excusing myself from discussions where I have a conflict of interest.
- Agree to review my goals at the end of the year.

My personal goals as a Board Member for the year are:

Signed: _____

Date: _____