



FCAP Board of Directors Expectations

Members of the Board of Directors of the Free Clinic Association of Pennsylvania must adhere to the highest legal and ethical standards to best promote the organization's mission, interests, and goals. Members are expected to strongly believe in the purpose and mission of the organization and endeavor to place the interests of the organization above any other.

Board members are expected to commit to do the following:

General:

1. Read and abide by the bylaws of the organization and responsibly and prudently carry out the organization's interests and goals.
2. Respect and be mindful of the past, while building a vision for the future and helping develop and execute plans to achieve it.
3. Help to identify, recruit and mentor new members to the board of directors and board committees.
4. Ensure my organization's FCAP membership, if applicable, remains in good standing.
5. Be attentive to Board communications and respond promptly to staff and Board member requests for feedback or assistance.
6. Participate in FCAP activities in addition to Board meetings; I will attend the Annual Meeting, serve on at least one Board Committee, and understand I am encouraged to support legislative and policy-related activities supported by FCAP.
7. Recognize the Executive Director is accountable to the Board as a whole and not to individual Board members, including the Chair. I understand the relationship with the Executive Director is collegial, and not hierarchical.
8. Serve as an ambassador for FCAP and be alert to member and constituent concerns that can be addressed through FCAP's mission and advocacy, help communicate FCAP's mission and value, and promote FCAP members.
9. Read, annually affirm, and abide by the organization's Conflict of Interest policy. I will report any potential conflicts of interest and will recuse myself from taking any action on a decision that may be connected to a conflict of interest.

Meetings:

1. Attend 80% of all meetings established by the Board of Directors pursuant to the bylaws and provide notice and justification in a timely manner if I am unable to. Board members are expected to attend Board meetings on a regular and punctual basis. Absence from more than one-fifth (20%) of the Board's regularly scheduled meetings in any calendar year will constitute that member's resignation from the Board. *In cases of extenuating circumstances, a Board member subject to removal may request a waiver of this provision. Waivers may be granted only by vote of the Board.*
2. Attend the annual board retreat.
3. Prepare for and participate in board and committee meetings. I will review materials prior to meetings, stay informed about what's happening in the organization and participate in meetings and take responsibility for making decisions on issues, policies, and other matters. I will ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions while supporting the majority decision on issues decided by the board.
4. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed. Should I assume the role of committee chair, I will take responsibility for scheduling committee meetings, planning the agenda, and ensuring committee reports are provided on time to the Executive Director to be shared with the full board.
5. Respect the confidentiality of deliberations made at board and committee meetings and contribute to a climate of mutual trust and support between the board and executive director. I will speak for the board or for FCAP only when authorized.

Funding

1. Pledge to make a personal charitable donation to the organization in a monetary value I feel comfortable providing every year following my acceptance into the Board.
2. Recognize that fund development is a central role of the Board.
3. Help promote the organization's mission and build relationships with friends, potential supporters, and within the general community.
4. Assist FCAP by implementing fundraising strategies through personal influence with others including representatives of foundations, associated professionals, and individuals.

Fiduciary Responsibility

1. Understand that Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient, and as stewards of public trust, must act for the good of the organization.
2. In any organizationally related matter, hold my board responsibilities above any other responsibilities, expectations, or commitments to another organization.
3. Exercise prudence with the board in the control and transfer of funds.
4. Faithfully read and understand the Organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.