



## **SFDS BOARD MEMBER ACKNOWLEDGEMENT**

**As a member of the Board of Directors, I acknowledge that I am expected to:**

- Abide by the Bylaws, Articles of Incorporation and Policies of the Society
- Attend and actively participate in all 4 meetings of the Board and/or all executive committee meetings if an officer of the Executive Committee, including special meetings, except in case of a family/business emergency. Failure to attend may result in a notice of demand to explain, and/or action by the executive committee and board of directors.
- Pay for my board meals, invoiced at the beginning of each year
- Avoid any conflict of interest or the appearance/potential perception of a conflict of interest
- Always act in the best interests of the Society and represent the interests of all people served by the Society, and excuse myself from discussions and votes where I have a conflict of interest
- Exercise my authority as a board member **only** when acting in a meeting with the full board or as I am delegated by the board
- Ensure effective fiscal controls and accountability and ensure the Society meets all legal and corporate requirements. Accept my responsibility for providing oversight of the financial condition of the Society
- Approve the annual budget
- Attend meetings of committees to which I have been appointed, take on special assignments as needed and participate in ongoing activities and events of the Society
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. Actions of the board belong to the board.
- Participate in (1) the annual strategic planning retreat; (2) board self-evaluation programs; (3) any board orientation and development workshops, seminars and other educational events that enhance my skills as a board member. All officers/directors will have as one of their responsibilities, the responsibility to serve as a delegate/alternate delegate.
- Keep confidential information confidential
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions
- Stay informed about what's going on in the Society. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters
- Determine, monitor, and strengthen the organization's programs and services
- Assure legal and ethical integrity and maintain accountability
- Assist in recruiting new members
- Understand that administrative work/issues are the responsibility of management, except to monitor the results of the organization
- I will work in good faith with the CEO, staff and other board members as partners towards achievement of SFDS goals
- As an SFDS leader, I will endeavor to avoid conduct that reflects poorly on, undermines, or puts at risk the integrity and reputation of the Society.

If at any time I am unable to fulfill my term as a member of the Board of Directors of the San Francisco Dental Society, I will give appropriate notice of resignation to the President & Chair of the Board. I understand my position, term of office, and acknowledge that I have read and accept the foregoing.