

# **Board Members Expectations: Asheville Buncombe County League of Women Voters**

## **Members shall**

- **Honor their responsibility as a board member by committing the time required to conduct the work of the League**
  - Participate fully in Board meetings; read materials related to the agenda in advance
  - Check email at least once a day for League business requiring your attention
  - Review and comment on minutes and other documents in agreed upon time frames
  - Indicate approval of final minutes and other documents in agreed upon time frames
  - Serve on committees, task forces, or special assignments
  - If you find that you cannot complete a commitment you have made for League work, inform the Board immediately
  - Support Board decisions once made
  
- **Support the efforts of the League**
  - Participate in events and activities of the League
  - Advocate for the League
  - Share networks and encourage others to support the League
  - Like and share LWVAB social media posts to personal accounts as appropriate; suggest items for social media posts and website; only designated individuals will add entries
  - Participate in fundraising activities
  - Donate to the League at the highest level their situation allows
  
- **Use sound judgment to make best possible decisions taking into consideration all available information, circumstances, and resources**
  - Proactively seek information, ask questions, and conduct due diligence regarding Board matters
  - Board members shall not make unauthorized promises to a contractor or bidder; Board members shall not reveal confidential information provided by contractors or share information with potential bidders unless specifically authorized by the Board
  - Board members shall not accept directly or indirectly any monetary or in-kind gift from contractors or suppliers before, during or after the contract period
  
- **Exhibit the highest standard of behavior**
  - Board members shall be completely nonpartisan in any activity they engage in for which they are identified as a League member
  - Board members shall not advocate or support any activity that violates a county, state or Federal law or regulatory requirement
  - Board members shall not use their position for personal gain
  - Board members shall not misrepresent or withhold known facts on any issue involving association activities
  - Board members shall disclose personal or professional relationships with any company, contractor, supplier, organization, or individual seeking to have a relationship with the Alliance.
    - Board members shall recuse themselves from participating in discussion or voting when such a conflict exists.
    - Board members shall be mindful of perceived conflicts of interest and raise these with fellow Board members.
  - Board members shall maintain confidentiality regarding sensitive matters