

Board of Directors Commitment Pledge



An Outreach of Love
for the terminally ill

21 Highland Road, Geneseo, NY 14454 (585) 243-1978



I, _____ recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of Teresa House, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Board Member.

I acknowledge that my primary roles are to contribute to defining Teresa House's mission, govern the fulfillment of that mission and to carry out the functions of the office of Board Member and/or Officer as stated in the by-laws.

My role as a board member will focus on developing policies that will guide Teresa House and enable the staff Directors to implement those policies.

I will exercise the duties and responsibilities of this office for my entire term with the utmost of integrity.

I pledge to:

- Establish as a high priority attendance at all board meetings, sub-committee meetings and Teresa House functions, including training.
- Intelligently discuss all issues and business at scheduled meetings, preparing myself to address all agenda items.
- Respect the opinions of my peers and leave any personal bias out of all board discussions.
- Always act in the best interests of Teresa House and our community.
- Represent Teresa House in a supportive manner at all times and in all places.
- Display courteous conduct in all board and committee meetings.
- Refrain from interfering with administrative issues that are the responsibility of management except to monitor the results and remediate activities in conflict with Teresa House policies and mission statement.
- Avoid conflicts of interest between my position as a board member and my personal life. Should such conflict arise, I will inform the board of the issue and recuse myself from all matters at hand.
- Support all actions taken by the Board of Directors positively, even if I am in a minority position on the matter.

Signed/Date: _____

Board Member Application Form



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To the Board of Directors of Teresa House, I hereby apply for a position on the Board of Directors:

Name (print): _____

Address: _____

City/State/Zip: _____

How long at this address? _____ Phone #: _____

Email: _____

Workplace: _____

Work Address: _____

City/State/Zip: _____

How long with this Employer? _____ Phone _____

Why do you wish to be on the Board of Directors of Teresa House? _____

Membership in other organizations (past & present):

Organization	Position	Duties	Term	Phone #

Could contribute expertise to Teresa House in the following areas:
(please check those that apply)

- Legal Medical Administration/Business Management
 Financial Management Education Buildings & Grounds
 Planning Fund Raising Public Relations Other (please list)

Responsibilities: Board of Directors



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Board members set policies and goals for Teresa House and give the staff Directors latitude to implement these policies in the day-to-day management of the Comfort Care Home. Individual members of the Board have no authority to act independently of the full Board.

Board members are also “trustees” of Teresa House, who approve an annual budget that ensures the Comfort Care Home can meet its immediate and future financial needs.

Individual Board Members need to attend and actively participate at all board meetings, serve as officers and work diligently on sub-committees so that Teresa House can fully take advantage of all Board Members’ talents and expertise. Board Members have, among their many duties, the responsibility to know and fulfill their proper role as a Board Member, acting only in the best interest of Teresa House and its residents at all times.

Board Members are expected to have a role as contributors to Teresa House.

A Board Member has many additional responsibilities, among them to act as a voting member of the board with full authority to develop policies, procedures and regulations to guide the operation of the Comfort Care Home, monitor its financial health, the programs and overall performance and provide the staff Directors with the resources to meet the needs of our constituents.

THE BOARD’S RESPONSIBILITIES:

- Establish policy
- Hire staff Directors, provide direction and ongoing review
- Ensure compliance with federal and state law and codes
- Secure adequate funding
- Monitor finances
- Create and update a long-range plan for the organization
- Select and support the board’s officers
- Adopt key operating policies and procedures
- Approve contracts
- Fulfill the responsibilities of officers of a duly constituted corporation in the State of New York

INDIVIDUAL MEMBER RESPONSIBILITIES:

- Attend all board meetings, unless excused by the President
- Become extremely knowledgeable about Teresa House and its place in the community
- Encouraged to attend Teresa House fundraising activities
- Be prepared for all meetings and be well informed about the issues on the agenda
- Positively contribute to all discussions
- At all times to act as a representative of Teresa House, displaying the utmost commitment to our cause.