



CSMF Executive Committee Member Contract*

I, _____, understand that as a member of the Executive Committee of the Commonwealth Safety Management Forum (CSMF), I have a legal and ethical duty to ensure that the CSMF acts responsibly. I believe in the objectives of the CSMF, and I will act responsibly and prudently as its steward. As part of my responsibilities as a Committee member:

1. I will represent the CSMF's work and values to the community, represent the CSMF, and act as a spokesperson.
2. I will represent our member's needs and values to the CSMF.
3. I will attend at least 75 % of Executive Committee meetings, general meetings, and special events.
4. I will excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what's going on in the CSMF. I will actively participate in making decisions on issues, policies, and other matters affecting the CSMF.
6. I will work in good faith with volunteers and other Committee members toward achieving the CSMF goals.

I understand that the CSMF will support me in the following ways:

1. The CSMF will support me with meeting relevant and approved out-of-pocket expenses whilst undertaking CSMF duties.
2. I will be sent financial reports and an update of CSMF activities prior to each general meeting to enable me to keep abreast of current information.
3. I will have access to the Chairperson to discuss the CSMF's programs, goals, activities, and status if I request such opportunities.
4. Committee members will respond in a timely fashion to questions that I feel are necessary to assist me to carry out my fiscal, legal, and moral responsibilities to the CSMF.

Signed: by _____, Executive Committee Member

Date _____

and

by _____, Chair of the Executive Committee

Date _____

The Committee chair should sign two copies of this agreement for each committee member. Each new committee member should sign both, return one copy to the committee chair, and keep the other for reference.

* Adapted from a template at <http://www.blueavocado.org/content/board-member-contract>