



**Parkinson's Association of Northern California  
Annual Commitment to the PANC Board of Directors**

In serving as a Director on the Board of the Parkinson's Association of Northern California (PANC), I recognize that with this position comes a commitment to support the organization, its programs, and policies.

I, \_\_\_\_\_, agree to serve for the calendar year of May 2024 – April, April 2025.

**I hereby agree to:**

- Become familiar with PANC policies, programs, procedures, financial reports, mission, and its Bylaws so that I can become an informed representative of the PANC Board of Directors.
- Attend all regular Board meetings and special meetings as may be required. My attendance will be in accordance with PANC's policy of a minimum attendance of 80% of meetings within a 12-month period. I understand that if I fail to meet the attendance requirements outlined that I may be removed from the Board.
- Commit to contributing to two (2) projects and/or activities annually.
- Contribute to the financial well-being of PANC including make an annual personal monetary gift during Big Day of Giving; understand and convey PANC's fundraising program and strategies; identify and help cultivate donors; ask for contributions when appropriate; and ensure that fundraising goals and priorities are appropriate.
- Enter discussion using fair, independent judgement and due care, and fully participate in policy decisions affecting PANC, its stakeholders, the community, and the region while being respectful of the diverse opinions of others.
- Maintain confidentiality of select Board discussions, Board members, and staff.
- Attend the annual conference and as many PANC hosted events and activities as possible.
- Attend the annual Board Retreat/planning session and participate in the development, adoption, and implementation of the annual Strategic Plan (unless excused by Board President).
- Review all Board materials/recommendations, in advance of discussions so the Board can make effective and timely decisions.
- Make myself available for greater responsibilities in the program and structure of PANC and be willing to serve on or chair committees or task forces as assigned by the Board President.
- Communicate with the stakeholders to inform them of Board actions and PANC programs.
- Be responsible for my own expenses for PANC meetings and events, unless approved in advance by the President.
- Act as a resource for the Board in defining opportunities and/or problems within the constituency and business community that need to be brought to the attention of the Board.
- Perform other such duties as may be reasonably requested from time to time by the Board President, and/or Board of Directors.
- Be respectful of all Board members and staff.
- Comply with PANC's Conflict of Interest Policy

**Board Duties and Liabilities:**

I acknowledge that I am fully aware of the following as related to Board service:

- I have a duty to be familiar with the organization's Articles of Incorporation and Bylaws.
- I have a duty to ensure appropriate safeguards are in place to prevent improper use of funds.
- I can be PERSONALLY LIABLE for disclosing confidential information.
- I can be PERSONALLY LIABLE if I act on behalf of the organization outside my authority as a Board member.
- Directors and Officers (D&O) insurance provides coverage for Board members for actions taken in their capacity as Board members.
- Liability insurance covers almost every function of a non-profit organization.
- I commit to staying informed of the organization's activities and public perceptions.
- I have a duty of loyalty to the organization.

**PANC Agrees to provide the following to all member of the Board of Directors:**

- Access to information about the organization, as desired/needed to make informed decisions.
- Ample notice of meetings.
- Minutes of all Board and Committee meetings.
- To the extent allowed by law, indemnification from liability for reasonable/necessary Board actions.
- Make reimbursement for pre-approved Board expenses.
- Provide D&O insurance liability coverage.
- Respect for Board members' time and efforts.
- Effective use of members' talents.

I understand the Board Member responsibilities and agree to do my best to ensure that PANC is a financially sound organization.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date