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| **DOCUMENT TITLE** | Director Commitment Letter |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | This template sets out clear expectations and seeks explicit commitment from a future director. |
| **HOW TO USE** | This template can be used as a standalone commitment letter or in conjunction with a more detailed director appointment letter. Future directors should be asked to sign this letter as an expression of understanding of, and commitment to the role of director |
| **ADDITIONAL NOTES / CONSIDERATIONS**  Problems with performance at the board level often arise from a lack of clarity around what is expected of the board as a whole and each individual Board member. With sound board selection and appointment processes, including a well-defined job description, a comprehensive onboarding process, and a director commitment letter like the one below, expectations will be clear before a board member starts their term and work with the board. With these steps supporting good governance, the new board director will have the best chance of success during their term.    Anywhere you see **bold** writing, please customize those sections to the specificity of your organization. Organizations may also want to consider merging this content with the content of an existing Code of Conduct.    Other supporting documents will be required to complete the process and are available with the viaSport Governance Toolkit.    This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. | |
| *Remove this table from the document before revising and issuing for your organization.* | |

# Director Commitment Letter

1. I, **<insert full name>** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, recognizing the important responsibility I have committed to as a member of the Board of Directors of **<organization name>**, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with that role.
2. **My role:** I acknowledge that my primary roles as a board director are:
   1. to contribute to defining the organization’s vision, mission and strategy, governing the implementation of the strategic plan and providing sound oversight to operations; and
   2. to contribute to, and support, the work of the Board and to carry out the functions of a board director as stated in the Constitution and other governance documents such as by-laws.
   3. My role as a board member will focus on the development of policies that govern the implementation of the organization’s strategic and operational plans. This role is separate and distinct from the role of the Executive Director (if applicable), who determines the approach and is responsible for the implementation.
3. **My commitment:** I will exercise the duties and responsibility of as a board director with honesty, integrity, respect and care.
4. **My pledge:** I pledge, to the best of my knowledge and ability, as follows:
   1. To establish as a high priority my attendance at all meetings of the board.
   2. To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at-hand.
   3. To maintain the confidentiality of what is said or seen at board meetings.
   4. To work with and respect the opinions of my peers who serve on this board.
   5. To always act for the good of the organization, as a whole.
   6. To represent the organization in a positive and supportive manner at all times.
   7. To observe meeting procedures and display courteous conduct at all board meetings.
   8. To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and organizational performance, and to prohibit methods and organizational practices that conflict with board policy.
   9. To avoid conflicts of interest between my position as a board member and positions held with other organizations or my personal life (or within the same organization). If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
   10. To support in a positive manner all actions taken by the board even when I am in a minority position on such actions.
   11. To participate openly and honestly in reviews of board performance and my performance as an individual director.
   12. To participate in development opportunities that may be provided in order to augment my skills as a Board member and the efficacy of the board as a whole.
   13. To support the organization’s alignment with best practice in sport (e.g. Responsible Coaching Movement Pledge, Safe Sport declarations, etc.) and behave in a way that reflects the organization’s commitment.
5. If, for any reason, I find myself unable to carry out the above duties to the best of my ability, I will first consult with the board to work to a different standard and, if I cannot achieve this, I will agree to resign my position as a board member.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **<YYYY-MM-DD>**

Signature of newly appointed director

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **<YYYY-MM-DD>**

Signature of President / Chair