



**Wisconsin Academy of Family Physicians
Board of Directors Member Commitment Form**

Policy

Board members will be required to complete the Board Member Commitment form at the beginning of each term.

Board duties

I will:

- Attend 100% of the three board meetings, unless an unforeseen circumstance prevents me from doing so.
- Thoroughly review the agenda and supporting materials prior to all Board meetings.
- Serve on committees or workgroups and take on special assignments as needed.
- Personally contribute to WAFP, WAFP-F, and WIFamMed PAC
- Remain informed about WAFP mission, services, and policies
- Promote WAFP, as agreed annually by the Board.
- Provide support and advice to the staff without interfering in management activities.
- Suggest nominees and participate in board recruitment.
- Support the organization by representing the organization in the community and with funders.

Board member code of conduct

- As a board member I understand that I have duties of care, loyalty, and obedience to the organization.
 - The duty of care is the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished, and guard its financial resources.
 - The duty of loyalty is the duty to avoid conflicts of interest.
 - The duty of obedience is to carry out the purposes of the organization and to comply with the law.

As a board member I agree to:

- Act with honesty and integrity.
- Support in a positive manner all actions taken by the Board even when I am in a minority position on such actions. I recognize that decisions of the Board can be made only by a majority vote at a board meeting and respect the majority decisions of the

board, while retaining the right to seek changes through ethical and constructive channels.

- Participate in (1) the annual strategic planning, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the Board. I understand it is my fiduciary responsibility to act in a representative manner of the board and not use this position to promote self-interest
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
- Always act for the good of the organization and represent the interests of all people served by the organization.
- Represent this organization in a positive and supportive manner at all times.
- Observe the Modern Rules of Order and display courteous conduct in all board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
- Abide by these board operating procedures.

Signature

Date

Board Policy approved by WAFP Board: 4/13/2024