

**SevenDays® Inc. Board of Directors Contract
and Confidentiality Agreement**

Board Contract

As a duly elected member of the SevenDays® Inc. Board of Directors, I dedicate myself to carrying out the mission and goals of the organization. I understand that, as a representative of the agency, I am required and expected to exercise the highest ethical standards of conduct and practice honesty at all times.

I commit myself to the following responsibilities:

1. I understand that the chief function of SevenDays® Inc. at all times is to overcome hate by promoting kindness and understanding through education and dialogue.
2. I agree to be well-informed about the organization, its mission, and operations in order to provide governance, strategic counsel, fiduciary oversight, and act as a spokesperson for the agency.
3. I agree to regularly prepare for, attend and participate in six board meetings and at least one Board committee, with no more than two excused Board meeting absences per calendar year, notifying our SevenDays® Inc. secretary in advance if I must be absent.
4. I agree to understand, follow, and uphold SevenDays® Inc. conflict of interest policies for the Board of Directors by disclosing all potential or actual conflicts of interest and recusing myself from discussing or voting on matters involving any actual or potential conflict of interest.
5. I will consider serving on at least one subcommittee associated with SevenDays® Inc.
6. I am committed to supporting the agency financially, as my means and situation allow.
7. I agree to actively participate in fund raising activities on behalf of the organization, including assisting with personal solicitation and special events. I agree to assist and support cultivation activities of new or existing corporate, foundation, individual, and planned gift donors or prospects.
8. I agree to strengthen the Board by recruiting and referring potential members.
9. I agree to attend events associated with SevenDays® Inc.

Signature _____ **Date** _____

Printed Name _____

Confidentiality Agreement

As a member of the SevenDays® Inc. Board of Directors, I understand that during my course of service I may obtain or have access to information and documents which are confidential. I understand that confidentiality is a basic element of SevenDays® Inc. operations.

I commit myself to the following:

1. I agree to not disclose to any unauthorized individual or organization, without the written consent of our SevenDays® Inc. president any confidential, privileged, or nonpublic information entrusted to me.
2. I agree to respect the privacy of others and their private information, including staff, volunteers, donors, and other members of the Board of Directors.
3. I recognize that all information, whether hard copy or electronic, is the property of SevenDays® Inc. and may not be copied or removed without express permission of our SevenDays® Inc. president.
4. I agree to uphold the confidentiality of donors and donor information.
5. I agree to refer all requests for information from the media to the president.
6. At the end of my term as a Board member, I agree to return all documents, papers and other materials in my possession that may contain or be derived from confidential information.

Signature _____ **Date** _____

Printed Name _____