



International Va'a Federation Board Member Roles and Responsibilities

Declaration

1. I, _____, recognising the important responsibility I have committed to as a Member of the Board of the International Va'a Federation (IVF), 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 Member are:
 - (a) to contribute to defining the organisation's mission and governing the fulfilment of that mission, and
 - (b) to contribute to, and support, the work of the Board and to carry out the functions of the office of Board Member as stated in the bylaws and other governance documents.My role as a Board Member will focus on the development of policies that govern the implementation of the organisation's plans and purposes.
3. **My commitment:** I will exercise the duties and responsibility of this office with honesty, integrity, collegiality and care.
4. **Pledge:** I pledge, to the best of my knowledge and ability, as follows:
 - To uphold the bylaws and policies of the International Va'a Federation
 - To establish as a high priority my attendance at all meetings of the Board.
 - To attend the monthly Zoom meetings of the Board of the International Va'a Federation, and ensure that I will not fail to attend 3 consecutive meetings.
 - To attend the IVF Annual General Meeting as a Board member.
 - To be prepared to discuss the issues and business addressed at scheduled Board meetings, having read the agenda and all background material relevant to the topics at hand.
 - To maintain the confidentiality of what is said or seen at Board meetings.
 - To observe meeting procedures and display courteous conduct in all Board meetings.
 - To work with and respect the opinions of my peers who serve on this Board.
 - To support in a positive manner all actions taken by the Board even when I am in a minority position on such actions.
 - To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with Board policy.
 - To avoid conflicts of interest between my position as a Board Member and positions held with other organisations or my personal life. 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.
 - To participate openly and honestly in reviews of Board performance and my performance as an individual Director.
 - To participate in development opportunities that may be provided in order to augment my skills as a trustee and the efficacy of the Board as a whole.
 - To join and actively participate in at least one IVF Committee.
 - To adhere to the IVF Expense Policies as outlined in the IVF Expense Policies Document.
 - To always act for the good of this organisation as a whole, irrespective of my national affiliations.
 - To represent the organisation in a positive and supportive manner at all times and in all places.

5. If, for any reason, I find myself unable to carry out the above duties to the best of my ability, I will first seek leave of 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.

Name of Member:

Signature of Member:

Physical Address:

Email Address:

Name of Witness:

Signature of Witness:

Dated: 20....