

**TOOL: THE BOARD MEMBER ANNUAL AFFIRMATION STATEMENT**

**SAMPLE ONLY** - not prescriptive for your organization

## Board Member Annual Affirmation Statement

A resource to supplement the materials in the *ECFA Governance Toolbox Series No. 2: Balancing Board Roles*

Understanding the 3 Board Hats: Governance ▶ Volunteer ▶ Participant ▶

[www.ecfa.org/Content/Governance-Toolbox-Series-2](http://www.ecfa.org/Content/Governance-Toolbox-Series-2)

*“With crystal clarity, we explain the three distinct hats of board service: Governance, Volunteer and Participant.”*

*ECFA Governance Toolbox Series No. 1: Recruiting Board Members (page 11)*

### HOW TO USE THIS DOCUMENT:

Begin by asking your board members to answer three questions:

#### HOW STRONGLY DO YOU AGREE OR DISAGREE WITH THESE STATEMENTS?

1 – STRONGLY DISAGREE   2 – DISAGREE   3 – NEITHER AGREE NOR DISAGREE   4 – AGREE   5 – STRONGLY AGREE

#### HOW EFFECTIVE IS OUR BOARD AT ESTABLISHING WRITTEN CRITERIA AND QUALIFICATIONS FOR BOARD MEMBERS?

**CIRCLE YOUR ANSWER**

We have a “Board Member Annual Affirmation Statement” (or similar document) that summarizes the roles and responsibilities of board members, including future board meeting dates—and the board member’s affirmation that he or she will be in attendance.

1   2   3   4   5

With crystal clarity, we explain the three distinct hats of board service:

- The Governance Hat
- The Volunteer Hat
- The Participant Hat

1   2   3   4   5

We are also crystal clear about a board member’s charitable giving expectations (if any).

1   2   3   4   5

Use this template to create your own “Board Member Annual Affirmation Statement” so current board members, and board prospects, understand—with crystal clarity—their roles and responsibilities.

# Board Member Annual Affirmation Statement

(adapted from Evangelical Council for Financial Accountability (ECFA) Tools and Templates.)

APPROVED BY THE BOARD ON (DATE)

*“Any enterprise is built by wise planning,  
becomes strong through common sense,  
and profits wonderfully by keeping abreast of the facts.”*

—Proverbs 24:3-4, The Living Bible

**OUR GOVERNANCE VISION.** It is our expectation and hope that members of the board of XYZ Ministries will sense a high calling to their roles and responsibilities—and have a vision for the potential of serving others—that they will give the highest priority to using their charitable time and resources during their three-year term, as outlined in the Board Policies Manual.

## ROLES & RESPONSIBILITIES OF BOARD MEMBERS

The full description of board member roles is listed in our Board Policies Manual. In summary, we desire to make spiritually discerning governance and policy decisions in these key areas:

1. People: We are accountable for hiring, inspiring, guiding, evaluating, and supporting the CEO.
2. Policies: We focus on governance, as defined in the Board Policies Manual, and our stewarding and accountability process in the areas of mission, vision, values, BHAG (big, holy, audacious, goals), strategy, three-year strategic plan, annual organizational goals, and the CEO’s annual SMART goals (specific, measurable, achievable, realistic, time-related).
3. Strategy: We affirm Ram Charan’s thoughts in *Owning Up: The 14 Questions Every Board Member Needs to Ask on the role of a nonprofit CEO*: “there is nothing more important for a CEO than having the right strategy and right choice of goals, and for the board, the right strategy is second only to having the right CEO.” The board will own the strategy, but not necessarily create it.
4. Due Diligence: We take our fiduciary, legal, and spiritual responsibilities seriously, and will ensure compliance with legal, financial, and government requirements. This includes policy oversight of the annual budget, cashflow, cash reserves, risk management, audits, ECFA accreditation standards, CEO compensation, etc.
5. Giving: We invite spiritually discerning and qualified people to serve on the board—those who are already in the “Generous Givers Circle,” as outlined in the Board Policies Manual—and who through example and influence, encourage others to give generously to our ministry.

## THIS DOCUMENT WILL BE USED TWO WAYS:

1. Board members will review the Annual Affirmation Statement and affirm their commitment to XYZ Ministries.
2. Prospective board members will review the Annual Affirmation Statement in advance of their commitment to serve and upon their election.

Your Name: \_\_\_\_\_

# XYZ Ministries

## BOARD MEMBER ANNUAL AFFIRMATION STATEMENT

### MY COMMITMENT.

Yes. I affirm my commitment and use of my time, talent, and treasures for the purposes of Kingdom advancement through the work of XYZ Ministries. I believe God called me to serve and I accept the roles and responsibilities with joy and enthusiasm.

**Term of office January 1, \_\_\_\_ to December 31, \_\_\_\_ (3 years)**

### Board Members Wear 3 Hats:

- The Governance Hat
- The Volunteer Hat (based on your strengths, social style, and spiritual gifts)
- The Participant Hat (participation at ministry events and fundraising dinners, etc.)

### GOVERNANCE HAT:

*Circle: Yes or No*

- |     |    |    |   |
|-----|----|----|---|
| Yes | No | 1. | I affirm the XYZ Ministries' Statement of Faith.  |
| Yes | No | 2. | I will serve faithfully on XYZ Ministries' board, confident in the support of my family (and my employer, if required) and their understanding of my commitments regarding the use of my time, talent, and treasure.  |
| Yes | No | 3. | I will pray regularly for XYZ Ministries, its Executive Director, staff, and board members.   |
| Yes | No | 4. | I will attend scheduled board meetings and committees. I understand that the costs of transportation, hotels, and non-scheduled meals are my responsibility. I will participate in scheduled conference calls. See the attached list for board meeting dates. |
| Yes | No | 5. | I will prioritize charitable giving to XYZ Ministries during my three-year term. I recognize that donors and foundations expect XYZ Ministries' board members to be generous financial contributors.  |

**Note:** “Generous giving” does not mean that our board members must be wealthy. Instead, when at all possible, we encourage each board member to prioritize XYZ Ministries so it is one of the “Top three” ministries for an individual’s annual giving. (See the Board Policies Manual for more details.)

- Yes No 6. I will influence my colleagues, my organization, potential donors, and foundations to be generous givers to XYZ Ministries.
- Yes No 7. I regularly attend a local church and am an active participant, committed to becoming a devoted follower of Christ.
- Yes No 8. I affirm that I will carefully consider opportunities for service on various board committees and will accept such assignments, as I am able. Note: current standing committees of the board are:  
A) Executive Committee  
B) Finance & Audit Review Committee  
C) Governance Committee
- Yes No 9. If I am unable or unwilling to continue to serve, prepare for and attend meetings, or execute my responsibilities as a member of the board, I will resign my position so that XYZ Ministries can have the full support and committed time, talent, and treasure of an active board member.
- Yes No 10. Other \_\_\_\_\_

### VOLUNTEER HAT:

*Circle: Yes or No*

- Yes No 1. While I am encouraged to serve as a volunteer, such service is separate from my role and responsibilities as an XYZ Ministries board member. Volunteer service is optional. But should I volunteer, the organization will try to place me in a role that leverages my spiritual gifts, strengths, and social styles.
- Yes No 2. If I serve as a volunteer, I will respect the lines of authority and accountability. I will work directly with the staff person or volunteer that supervises my volunteer work, and will not bring my volunteer hat ideas, suggestions, issues, or recommendations to the board.
- Yes No 3. I will prayerfully consider opportunities for volunteer service with XYZ Ministries, including:  
• Representing the organization at meetings and events  
• Serving at an event  
• Serving on an ad hoc task force or committee  
• Joining the Executive Director in meetings with potential donors  
• Other:
- Yes No 4. Other: \_\_\_\_\_

**PARTICIPANT HAT:**

*Circle: Yes or No*

Yes No 1. I am expected to attend select events each year (dates announced a year in advance when possible). I also understand that board members who are married are encouraged to involve their spouses in these events.

Yes No 2. I will proactively encourage others to be involved with XYZ Ministries and will invite at least [circle: 3, 5, 10, etc.] new people to participate in events each year.

Yes No 3. I will participate in at least one ministry event each year at my own expense (e.g. The Annual Workshop, for which board members receive a registration discount and may be asked to volunteer).

Yes No 4. Other: \_\_\_\_\_

*1 Corinthians 4:2 reminds us that to be a steward it is required that one be found trustworthy. Before God, it is my desire to be faithful in stewarding the important work of XYZ Ministries!*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

\_\_\_\_\_