



## BOARD COMMITMENT LETTER

Dear ,

Thank you for agreeing to serve on the board of the Healthy Start Coalition of Orange County! As I'm sure you're aware, our mission is to improve maternal and child health in Orange County through community partnerships. Our goals are to reduce the number of preterm births, low birth weight babies and infant deaths while ensuring all babies have a *healthy start*. Your contribution as a board member to our worthy cause is appreciated!

The following is expected of our board members:

**Attendance Policy:** Attend all board meetings, unless advanced notice of your absence for a good cause is given. Meetings are held the first Friday of every other month beginning in February from 9:00 am - 11:30 am at our building's conference room: 1040 Woodcock Rd, Ste 175, Orlando 32803. You will be notified in advance of any changes to meeting dates, times and locations.

**Event Participation:** Board members are expected to attend our major fundraiser of the year, the *Celebration of Motherhood*, that occurs in May. As we have events throughout the year you will be notified and expected to participate if appropriate or help spread the word if more appropriate.

**Committee Participation:** You are asked to participate in one committee (Infant Mortality Task Force or Resource Development & Marketing Committee).

**Financial Responsibility:** You are expected to make an annual financial contribution according to your personal means. Attendance of the *Celebration of Motherhood* does require a payment to attend. In addition, board members are asked to donate a silent auction basket for this event. Further donation opportunities are available during the *Celebration of Motherhood*. We do accept donations of baby items, especially diapers and wipes, on an on-going basis. Financial donations are accepted throughout the year as well, as we try to meet the unmet needs of the families we serve. Donation of your time is accepted throughout the year as well!

**Social Connections:** You are asked to identify friends and associates who might be prospective donors or board members. We gladly accept opportunities to further our partnerships and even welcome an invitation to speak to group meetings you attend – religious, professional associations, service groups, etc.



**Representation of Healthy Start:** I will represent Healthy Start to the general public. I will maintain and promote high ethical standards including good-faith board decision making and avoid an actual or perceived conflict of interest with other activities, interests and/or organizations in which I may be involved.

**Length of Term:** 2 years

We recognize that each board member is unique in their ways of contributing to our organization. Our goals are to advance our mission by capitalizing on each member’s areas of strength. In the event that you are unable to fulfill your responsibilities as a board member, we ask that you immediately notify the board chair and make arrangements to transfer any outstanding responsibilities to other board members. Please sign this letter as recognition of your board commitment and responsibilities.

Thank you for your willingness to serve, and welcome aboard!

\_\_\_\_\_  
Linda Sutherland, *Executive Director*

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

For board term beginning: \_\_\_\_\_  
and ending: \_\_\_\_\_