

**Leadership Duties of the Board Member**

Nonprofit law specifies three duties – Care, Loyalty and Obedience – that Board members are legally obligated to follow.  The Board of Directors of Paul Smith’s College has adopted four additional duties:

1. Duty of Care

* “Good Faith.” Decisions and actions that serve the best interests of the Association
* “Diligence.” An active interest; attentive and able to make informed decisions

1. Duty of Loyalty

* Allegiance and loyalty to the Alumni Association mission
* Absolute respect for confidentiality
* Avoid conflicts of interest
* No personal gain

1. Duty of Obedience

* A unique responsibility of the not-for-profit director
* Assuring that the Association mission is paramount; that it is implemented and realized
* Adherence to laws and regulations

1. Duty of Participation

* Attendance at meetings
* Attendance at planning or related sessions
* Involvement in meeting discussions
* Accept committee or other volunteer assignments
* Availability to management and board leadership

1. Duty of Learning

* Understanding of the basic economic, regulatory, legal, and competitive environment of higher education
* Commitment to learn about the higher education environment and the college, and what they require in terms of philanthropic support
* Accessing internal and external continuing educational opportunities

1. Duty of Representation and Advocacy

* Exercising personal influence to help advance the mission and meet the programming and philanthropic needs of the college
* Interact with government, industry, faculty, students, fellow alumni, individual donors and potential donors, etc.

1. Duty of Support and Assistance

* “Sounding Board” guidance to management
* Using one’s knowledge to aid the Association and college
* Financial support of the Association and the college by giving and raising funds, assisting with recruitment and other revenue generating activities.