



## ***Committee Leadership Commitment Agreement***

**As an Ad 2 Orlando Committee Leader, I will:**

- **DUTIES:**

I will perform my duties, including, but not limited, to:

- Maintaining an active Ad 2 Orlando membership
- Attend all scheduled meetings. Actions will be taken if you are to miss 3 or more meetings.
- Attending the meetings of the Board of Directors, AAF Adjacent Committees, and of Ad 2 Board committees to which I have accepted appointment.
- Giving appropriate notice if I cannot attend a meeting
- Maintaining regular communication with the committees and individual members under my leadership, and aim to host a meeting with the committee(s) at least once a month.
- Regularly check and respond to Slack, ClickUp, email, and any other softwares used for Ad 2 projects and operations.
- Participating in organization-sponsored events
- Completing committee work on my own time, as needed
- Reviewing all information and materials sent to me in connection with Board business and to provide to the Board my best attention and judgment.
- Supporting Ad 2 Orlando in the community
- Completing all tasks and responsibilities assigned to me by the President and Board of Directors

- **INTEGRITY:**

I will:

- Respect the integrity and abilities of my fellow Ad 2 leaders and strive to advance the unity and harmony of the Board, recognizing all actions, whether or not I agree, belong in one to the board and not to individuals.
- Comply with all applicable statues and regulations applying to non-profit organizations and the terms of the Articles of

Incorporation, the Bylaws, and the Policies adopted by the Ad 2 Orlando Board of Directors.

- Refrain from using my position for my own personal advantage or the advantage of any special interests inside or outside of the association.
- Protect the confidentiality of private or confidential information to which I become a party as committee lead. For example, member lists, financial information, public policy goals, etc.

● **CONDUCT:**

I will:

- Conduct myself as to reflect credit on Ad 2 Orlando and the Board of Directors.
- Protect the interests of Ad 2 Orlando as determined by its Board, mission and prudent business practice.
- Refrain from asserting authority as a committee leader except when participating in a meeting of the Board or as the Board delegates to me; recognizing the President of the Board has the final authority.
- Tender my resignation if I am, or become, unable to serve in accordance with the provisions of this commitment.

Committee Leadership Member Name

Position

Signature

Date