

ORANGE COUNTY BUSINESS COUNCIL
Board Member's Responsibilities and Declaration of Conflicts

- To establish as a high priority my attendance at all meetings of the board, major OCBC events, as well as committees and task forces on which I serve.
- To come prepared to discuss fairly and openly the issues and business to be addressed at scheduled meetings, having read the agenda and relevant background material.
- To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussions.
- To always act in the best interest of OCBC.
- To represent OCBC in a positive and supportive manner at all times and in all places, including within my own business organization.
- To observe the parliamentary procedures, and display courteous conduct in all board, committee and task force meetings.
- To remit annual dues timely, recruit (or increase the investments of) at least two investors/members each year, purchase a table at the annual dinner, and support the efforts of BIZPAC.
- To refrain from intruding on administrative issues that are the responsibility of management, except where a fiduciary interest exists, or to monitor results and prohibit actions that conflict with board policy.
- To seek to avoid conflicts of interest between my position as a board member and my personal/business life. If such a conflict does arise, I will discuss that conflict with the President or Chairperson of the Board and (if Board action is called for) declare that conflict before the board and refrain from voting on matters in which I have a conflict. Conflicts, or potential conflicts, of interest of which I am aware are as follows:

- To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- To agree to serve on at least one committee or task force, attend its meetings and participate in the accomplishment of its objectives. If I chair the board, a committee or task force, I will:
 - Meet or exceed budget goals (if applicable) and follow OCBC financial procedures.
 - Call meetings as necessary until objectives are met.
 - Conduct the meetings in an orderly, fair, open and efficient manner.
 - Provide committee progress reports/minutes to the board as appropriate.
- To participate in:
 - Strategic planning for issues, programs and membership/fiscal goals.
 - Board planning sessions or self-evaluation programs.
 - Fund raising as necessary to ensure that OCBC has adequate funding for its programs.

RECEIVED AND ACKNOWLEDGED:

Signature of Board Member

Date

Print Name