



North of Montana Association

www.smnoma.org

**North of Montana Association
Board of Directors
Board Member Job Description and Service Pledge**

The North of Montana Association (NOMA) is a city-recognized neighborhood organization of residents working to protect, conserve and enhance the quality of life in our neighborhood and in Santa Monica.

I, _____, recognize the important responsibilities that I am undertaking as a member of the Board of Directors of the North of Montana Association. I pledge to carry out the following duties and obligations in my role as Board member:

- To support NOMA's mission, goals and policies, and act in NOMA's best interests.
- To be an active member in good standing.
- To attend and actively participate in Board meetings and decisions. To be on time and prepared, including having read the agenda, minutes and materials prior to the meeting.
 - To notify the board secretary and chair of my absence in advance, more than 24 hours before the meeting if possible. (Any Board member who has three unexcused absences from board meetings within a year is automatically removed from the board.)
 - To respond within a calendar day to the NOMA board's emailed requests for participation in board decisions.
- To join and actively participate in at least one committee each year.
- To actively participate in board-sponsored fund-raising and social activities.
- To volunteer my skills, experience and contacts in service to NOMA's goals and needs.
- To represent accurately and support NOMA's duly arrived at decisions.
- To serve as an ambassador for NOMA in the community.
- To seek the involvement and interest of the community in NOMA's programs and activities.
- To respect the perspectives and contributions of fellow Board members, and to set aside my personal interests in Board discussions and votes.
- To complete an annual disclosure statement. (Attached.)
- To provide to NOMA's secretary a brief biographical sketch upon nomination for the board.

Date _____