



BOARD OF DIRECTORS STATEMENT OF RESPONSIBILITY

Name: _____ Position: _____

General Statement of Duties: As an elected member of the Friends of the Planetarium (Friends) Board of Directors, you have the honor and responsibility of overseeing and representing the interests of the Friends consistent with our mission of supporting the renovation and continued use of Arlington's David M. Brown Planetarium in

- (a) providing curriculum-based instruction and educational services to students in the Arlington Public Schools, private and parochial schools in Arlington, and schools in neighboring jurisdictions;
- (b) providing a range of science-related programs of interest to the general public; and
- (c) promoting and increasing awareness and utilization of the facility.

In connection with this position, you agree to perform the following duties and undertake the following responsibilities:

Duties and Responsibilities: (Please initial each item.)

- ___ Support the mission of the Friends, and adhere to the decisions and policies of the Board and its leadership.
- ___ Follow standard best practices of nonprofit organizations (for example, as described in *Ten Basic Responsibilities of Nonprofit Boards*, 2nd edition, Richard T. Ingram, Board Source, Washington, DC 20009.)
- ___ Establish and maintain positive public relations with members, the public, and representatives of the Arlington Public Schools.
- ___ Attend monthly board meetings, in person if possible, or via phone or internet, if necessary.
- ___ Orient new members and ensure that they understand the purpose, process, and participation of the Friends.
- ___ Conduct an annual business meeting to approve a budget, set goals, and elect Board members.
- ___ Serve on at least one, but not all, committees of the Friends.
- ___ Be aware that actions contrary to those agreed upon or those not in the best interest of the Friends will lead to immediate removal from the Board.

___ Agree to the Friends Board Member Statement of Responsibility.

Signed: _____ Date: _____