

**Board Membership Letter of Agreement**

The Inattentive ADHD Coalition (IAC) agrees to provide each member of the board with the following:

1. Access to the management as needed for proper operation of the board
2. Ample notice of meeting and timely receipt of agendas and reports.
3. Minutes of all board meetings
4. Reimbursement for reasonable expenses when conducting approved board business
5. The use of the member’s time and talents effectively

The board member agrees to do the following:

1. Learn about IAC, read reports and other documents in advance of meeting, and keep up-to-date on its programs, finances, and management.
2. Plan to attend all board and committee meetings and participate in all such meetings, using fair, independent judgment and due care.
3. Not speaking as a representative of IAC unless specifically authorized to do so.
4. Contribute to the financial well-being of IAC and seek financial support from others for IAC as well.
5. Avoid all conflicts of interest with IAC

Board Member’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by the Board 4/5/2023