



## The Haven Director's Letter of Commitment, Acknowledgement and Disclosure Form

I, \_\_\_\_\_, agree to serve as a director on The Haven's Board of Directors and as a director I understand I have certain obligations and duties. This Director's Letter of Commitment, Acknowledgement and Disclosure Form (the "Form") represents a summary of my obligations and includes a disclosure of any conflicts of interest I may have.

### 1. Review of Governing Documents.

- a. As a director on The Haven's Board of Directors, I have been provided copies of some of The Haven's corporate documents in preparation for my volunteer service, including the following:
  - i. Amended and Restated Articles of Incorporation;
  - ii. Amended and Restated Bylaws;
  - iii. Code of Ethical Conduct; and
  - iv. Conflicts of Interest Policy (collectively, the "Governing Documents").
- b. By my signature on this Form below, I acknowledge and confirm that I:
  - i. Read each of the Governing Documents,
  - ii. Understand each of the Governing Documents and had clarified any provision I did not understand initially, and
  - iii. Agree to abide by the provisions of each of the Governing Documents.

### 2. Commitment as a Director

As a member of the Board, I hereby:

- a. Commit to act in the best interests of the vision and mission of The Haven, and to uphold values of The Haven;
- b. Commit I will not use my Board position for personal or professional gain;
- c. Commit to act in accordance with the Governing Documents and policies of The Haven;
- d. Commit to participate in at least one committee;
- e. Commit to prepare for, attend and participate in Board and committee meetings;

- f. Commit to attend orientation and other Board education functions;
- g. Commit to participate in Board functions, such as fundraisers, tours and other activities;
- h. Commit to hold confidential matters in confidence;
- i. Commit to attend meetings of the Board and committees for The Haven, which I understand will be approximately four (4) hours per month, comprised of the Board meeting approximately one time per month for two (2) hours, committee meetings of each of approximately one time per month for two (2) hours, and any additional special meetings called in any given month;
- j. Commit to introducing annually at least four (4) people who might be able to lend support to The Haven in some way; and
- k. Give an annual gift to The Haven, to the best of my means, at a level I feel is generous.

### 3. Conflict of Interest Policy – Required Disclosure

I understand that The Haven is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. The Haven has adopted a Conflict of Interest Policy that requires certain disclosures in the event of related party transactions between The Haven and its directors, officers, those related to them, entities owned by or controlled by the directors, officers and those related to them.

#### Transactions with The Haven:

I, or a member of my family (as defined by the Conflict of Interest Policy) or a business controlled or owned by me or my family, **have** \_\_\_\_ **OR** **have not** \_\_\_\_ (please check the appropriate one) had business transactions with The Haven during the past twelve (12) months. My business transactions with The Haven require disclosure pursuant to The Haven's Conflict of Interest Policy as follows:

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#### My Residence/Contact Information is:

Address:	
City/State/Zip:	
Telephone:	
Fax:	
Email:	
Cell Phone:	

**My Employer is:**

Employer Name:	
Address:	
City/State/Zip:	
Telephone:	
Fax:	
Email:	

**Other positions:**

I am/was a leadership person, board member, committee member, member or employee of the following organizations similar to or affiliated with The Haven:

Org Name/Position:	
Org Name/Position:	
Org Name/Position:	
Org Name/Position:	

I understand that the role of a director on the Board of Directors is a critical role for The Haven; therefore, I understand that my failure to follow the Governing Documents and abide by my commitments may harm The Haven and may result in my removal from the Board.

As agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature\_\_\_\_\_