

International Chapter P.E.O. Sisterhood
AGREEMENT TO SERVE (a legal document)
(Encompassing: Duty of Care; Duty of Loyalty, Duty of Obedience)

As a member of the board or committee specified below my signature, I _____ acknowledge that service on a board or committee is an important volunteer position which requires much dedication. My execution of this "Understanding of Duties and Agreement to Serve" (hereinafter "Agreement") evidences my understanding that these duties outlined herein are essential to the post and indicates my promise to fulfill the obligations and duties of this position.

Duties:

I understand that I will be expected to carry out the duties and adhere to the policies as written in the manual or directions specific to the board or committee on which I serve;

Attendance and Participation:

I understand and agree to commit the time, talent and energy necessary to further the work of the board or committee and the mission of the P.E.O. Sisterhood. As such, I understand that my attendance will be required at board or committee meetings and I will arrange my schedule accordingly to meet this obligation. I will prepare for meetings in advance and participate in board discussions.

Conflicts of Interest:

In addition to my commitment to engage in behavior that is legal, ethical and consistent with the mission and values of P.E.O., I understand that I will be provided with the P.E.O. Sisterhood Conflicts of Interest Policy in which I will agree annually to the following: that I will not intentionally derive any personal profit or gain, directly or indirectly, by reason of my position within the Sisterhood; I will avoid all situations in which my private interests may conflict with the interests of P.E.O.; and I will be mindful of and seek to avoid conduct that could reasonably be construed as a conflict of interest. I understand that I must agree to the P.E.O. Sisterhood Conflicts of Interest Policy and execute an acknowledgement formalizing my agreement to adhere to that policy prior to serving on a board or committee indicated below. I understand that my failure to agree to the P.E.O. Sisterhood Conflicts of Interest Policy and execute the acknowledgement will mean a forfeiture of my position on said board or committee.

I understand that the board or committee on which I serve follows the policies and directives of the Executive Board of the International Chapter and that the Executive Board of the International Chapter is the final authority on P.E.O. matters.

Confidentiality:

I understand that during my tenure of service, as well as in the future, should I acquire confidential or proprietary information and/or am involved in confidential matters, such information will be held in strict confidence.

Authority of Individual Board or Committee Members:

I understand that no individual board or committee member can bind or commit a P.E.O. state chapter, an International board or committee or the P.E.O. International Sisterhood to contractual, financial or other obligations without authorization of the appropriate executive board. The executive board has its role and obligations as outlined by P.E.O. policies and procedures and no individual board or committee member can usurp the board's role and obligations.

Term of Service:

I agree to evaluate my service to the s/p/d chapter executive board and limit my term of service to the time in which I am best able to serve the s/p/d chapter. Should it be determined that I am unable to carry out such duties with the necessary degree of usefulness or effectiveness, I acknowledge that I may be involuntarily removed from the board or committee.

Other Responsibilities:

I acknowledge that situations may arise requiring the executive board of the International Chapter of the P.E.O. Sisterhood, in its discretion, to outline additional duties and responsibilities for the board or committee members.

Date: _____

Signature: _____

Board/Committee: _____