

IGDA Board Member Expectations

Adopted December 2017

As Board Members of the IGDA, we commit to perform the following as the expected level of service. These expectations are designed to provide a flexible framework, allowing Board Members to contribute in a manner that focuses on their strengths, whilst establishing a baseline for what it means to be a Board Member. Each Board member is expected to make a meaningful contribution to the success of the organization through the donation of their time, talent, and financial resources as the Board member chooses, and in accordance with the organization's needs.

Prerequisites for participation:

1. Attend the monthly meeting(s) - you cannot function effectively as a board member without the knowledge and connections that the meetings provide.
 - a. Specifically, you are expected to attend 83% (10 of 12) of Board meetings that are scheduled between 6am and 12am local time in your time zone each year.
 - i. The IGDA has an international board and scheduling the meetings will take the time zone differences into account.
 - ii. The Secretary will post meeting times in all applicable time zones for all Board Members to show compliance with the 6am to 12am requirement
 - b. A Board Retreat may be scheduled as frequently as every year, with the time and location taking into account the needs of all Board members. In-person attendance at the retreat is mandatory.
2. \$5,000 in annual fundraising (supported by the Executive Director) - Each Board Member is expected to directly contribute a meaningful amount of money to the organization each year. This support can take a number of forms:
 - a. Direct fundraising, to include individual contributions, donor outreach, and lead generation
 - b. Bringing in a new sponsor or affiliate
3. Board members shall, to the extent that they are able, limit costs incurred by the organization (for example, by providing transportation/housing for yourself, staff, or other Board members for official events).
4. 12 workdays per year of time contribution in addition to monthly meetings. This amount is based on best practices and helps keep the responsibilities of the Board from falling on a few of the participants.
 - a. Includes time spent at annual Meetings and/or Retreats
 - b. Work to be in tandem with staff, aligned with existing efforts
 - c. A Board member may choose to chair or be on a Committee or a Task Force to address a significant need of the organization, donating their time well above the 12 day Board requirement. For example: A Board member may act as the

organization's Treasurer (or other officer), donating both time and professional skill; or they may take a more active role in fundraising, perhaps by hosting a personal fundraiser or by leading outreach to studio affiliates in their region.

5. Timely completion of commitments to the Board, Task Forces and Committees.
6. Act as an Ambassador for the IGDA
 - a. Promote the organization and advocate for our programs, including but not limited to:
 - i. Supporting IGDA messages on social media
 - ii. Connecting interested volunteers, donors, and participants to the relevant IGDA staff member
 - iii. Highlighting the IGDA as a force for developer support and diversity, when relevant and possible, in public speaking engagements
 - b. Maintaining the professionalism required of a public symbol for the organization at industry related events and whenever representing the organization.
 - i. When attending an IGDA event as an IGDA representative, Board members should consider the event a professional engagement, and focus on furthering the mission of the organization and promoting the organization to attendees.
7. Adhering to the IGDA [Code of Ethics](#) and maintaining the highest ethical standards at all times.
 - a. The IGDA, and IGDA Board, has zero tolerance for harassment, including but not limited to sexual harassment, creation of a hostile environment, and threats of physical violence, of any kind.
 - b. Commitment that IGDA Board will not use their role for personal gain
 - i. This prohibition includes using information or resources, including access to social media, gained from service as an IGDA Board Member to provide a business advantage that would otherwise not be obtained
 - ii. For clarity, this provision does not refer to any benefits gained by an organization's affiliation with the IGDA as a sponsor, studio affiliate, or partner.
 - iii. Violation of this clause may subject the Board member to disciplinary action, up to and including expulsion from the IGDA Board and/or IGDA.

Appendix A -

Authority/Powers of Board Members:

NONE.

No single board member has any authority over the organization or the staff of the IGDA. It is only as a voting body that the Board may make any decisions or direct activities. It is important to realize that we, as Board Members, have a Fiduciary and Legal Responsibility to act in the best interests of the organization, but we have no INDIVIDUAL Authority to do so. Despite this fact, we are collectively and individually LIABLE for carrying out the activities and decisions granted the Board by the Bylaws in a Reasonable and Prudent manner.

Appendix B -

Responsibilities of Board Members:

1. Determine Mission and Purpose(s) of the Organization and advocate for them.
2. Select the Chief Executive (Executive Director/Managing Director).
3. Support and evaluate the Chief Executive.
4. Ensure effective planning for the future of the organization, including anticipating future staff and financial needs.
5. Monitor and strengthen programs and services.
 - a. Serve on committees or task forces and offer to take on special assignments
 - b. At the same time, refrain from making special requests of the staff
6. Ensure adequate financial resources to achieve the organization's mission and operational goals.
7. Protect Assets and provide financial oversight.
 - a. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements, reviewing suggested budgets and expenses before meetings, and actively working to make connections with potential sponsors and affiliates
8. Build and sustain a competent board.
 - a. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
 - b. Actively seek and participate in training in being an effective board member
 - c. Review agenda and supporting materials prior to board and committee meetings
9. Ensure legal and ethical integrity.
10. Enhance the organization's public standing.
 - a. Not Least by following conflict-of-interest and confidentiality policies.