

Duty of Care:

- Clearly making a reasonable and good-faith effort to...
 - ...be aware of the non-profit's mission, plans and policies, and be sure that they indeed serve the needs of the community that the board represents.
 - ...be sure that all non-profit activities are in accordance with the mission, plans and policies, and are in accordance with rules and regulations of society and community.
 - ...fully participate in board meetings, deliberations, and decisions.
 - ...read, evaluate, and ensure accuracy of all reports, including minutes, financial and evaluations.
 - ...ensure the organization has sufficient resources, including people, funding, and other assets.

Duty of Loyalty:

- Clearly making a reasonable and good-faith effort to...
 - ...always be thinking about, and focusing on, priorities of the non-profit, and not that of yourself or another organization.
 - ...share ideas, opinions, and advice to forward the progress of the non-profit.
 - ...represent the non-profit in a favorable light.

Ten Basic Responsibilities of Nonprofit Boards

- 1—Determine the organization's mission and purpose
- 2—Select the chief executive
- 3—Support the chief executive and review his/her performance
- 4—Ensure effective organizational planning
- 5—Ensure adequate resources
- 6—Manage resources effectively (often done by appointing a chief executive to manage the organization)
- 7—Determine and monitor the organization's programs and services
- 8—Enhance the organization's public image
- 9—Serve as a court of appeal
- 10—Assess its own performance

Source: <http://managementhelp.org/misc/Fiduciary-Responsibilities-of-NP-Board.pdf>