



Statement of Responsibility

Boston Pride Board & Committee 2019

Congratulations and welcome to the Boston Pride team! We are delighted that you have decided to become a committee member for the 2018 Pride season.

Serving as a Board or Committee member at Boston Pride is a wonderful, rewarding, and fun experience. It is also a demanding and challenging position that requires flexibility, dedication, and cooperation. In order to ensure the proper functioning and sustainability of the organization, Boston Pride grants basic rights to and requires basic duties from all members in Board and Committee positions.

Everyone on the Boston Pride team is responsible for and accountable to the organization as a whole. Ground rules need to be respected for everybody's benefit.

Please read, review and sign this statement, which constitutes an agreement between you and Boston Pride. This agreement is a tool to help you get started and to have a clearer picture of your rights and responsibilities as a member of the Boston Pride team. You may return a copy of this signed document to your Board liaison or any Board member. Remember to keep a copy for yourself.

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Statement of Responsibility

Part 1 - General Rights & Responsibilities

Each member of the Boston Pride team is responsible for the following:

A. Support the vision, mission, values, goals and objectives of Boston Pride, and agree to further the aims of Boston Pride.

B. Supply the organization with the following personal contact information so Boston Pride representatives can contact you with Pride-related concerns. At your request, Boston Pride will act with discretion where necessary.

- Mailing address
- Home and/or work phone number
- Cell phone number
- Any email addresses

C. Make best effort to attend regularly scheduled Pride meetings, and any relevant and/or necessary sub-committee meetings. Although rare, some meetings may be mandatory.

D. Monitor and manage your assigned Boston Pride email account. All outgoing emails reflect the image of the organization, and therefore should be professional in nature. Incoming emails should be responded to within 2-3 business days. If you are to be away from your email account for an extended period of time, please make arrangements with the Board of Directors to have someone monitor your account in your absence or set an extended absence greeting and provide another email for people to contact.

E. Inform Boston Pride if you plan to travel, or become unreachable for an extended period of time. If an unavoidable absence occurs, you must:

- Forward any necessary report(s) to the Boston Pride Committee or your Board liaison
- Retrieve updated materials from unattended meeting(s) upon your return

F. Attend and work at all major events of Boston Pride, unless prior notice is given to the Board of Directors. Major events are not limited to events of Pride Week, but include all events planned by Boston Pride throughout the year.

G. In an effort to represent Boston Pride, and show participation in and support for the LGBTQ community, Boston Pride team members are encouraged to attend events planned by other LGBTQ community organizations.



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H. Obtain approval for any reimbursable expenses from Boston Pride’s President and/or Treasurer prior to expenditure. Boston Pride is not obligated to reimburse team members for unapproved expenses.

- During the months of May and June, cell phones charges exceeding a Boston Pride team member’s regular monthly cell phone bill may be reimbursable. Boston Pride team members will be asked to follow standard reimbursement procedures.

I. Foster open communication with other Boston Pride team members to share resources, ideas, and support. Committee members are asked to work with the Board of Directors to share information and ideas regarding sponsorship opportunities.

J. Respect the opinions, identities, differences, and ideas of all people involved with Boston Pride. Work with other team members constructively to resolve disputes and act with professionalism at all times.

K. Report any irresolvable conflict or harassment involving other team members or volunteers directly to the Board of Directors. Harassment of any kind, direct or indirect, will not be tolerated. Any team member found to be acting in such a way may be dismissed from the Boston Pride organization.

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Each team member has the right to:

L. Their own opinions.

M. Be treated with respect and consideration.

N. Feel safe at all times.

O. Make mistakes, and learn from them.

P. Discuss with the Board or Committee their schedule and flexibility in their schedule.

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Additional general terms of participation in the Boston Pride Committee:

Q. A team member is responsible to uphold the vision, mission and values of Boston Pride.

R. Although all Boston Pride positions are unpaid volunteer positions, all material and documents, paper or otherwise, produced by team members in their capacity as such, are the property of Boston Pride. All intellectual property created for usage by Boston Pride during a Board or Committee member's tenure is the property of Boston Pride unless otherwise agreed to in writing by the President of the Board of Directors of Boston Pride.

S. Boston Pride business may be confidential and/or sensitive. Team members are asked to respect the best interests of Boston Pride by not divulging proprietary, confidential, and/or sensitive information with non-Boston Pride affiliates.

T. Unless the team member resigns from their position, this agreement is valid until through 09/01/2019. Prior to this date, it is your responsibility to turn over all data, resources, and information, written or otherwise, that you gathered, collected, and utilized during your tenure.

By signing below, you are indicating that you understand and agree to the rights, responsibilities, and terms A through T listed above:

Team Member Name _____

Team Member Position _____

Team Member Signature _____

Date _____

Board Reviewer Name _____

Board Reviewer Signature _____

Date _____



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Part 2 – Contact Information Form

Position _____

Name _____

Address _____

Phone Number(s) _____

Email address(es) _____

Schedule restrictions _____

Privacy / other restrictions _____



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Part 3 – Technology Transition Plan for Outgoing & Incoming Members

The following protocol has been created by Boston Pride to ensure a smooth and effective transition of email and Confluence accounts between team members each year. In order to protect the best interests of Boston Pride, this protocol is part of this Statement of Responsibility. All Committee members must agree to adhere to its content.

A. All incoming team members will become responsible for maintaining their Boston Pride email account and relevant Confluence pages, in accordance with this protocol.

B. At the end of their term, all team members **MUST** perform maintenance on their email accounts and Confluence pages. This means:

- Removing personal emails sent to that account, and deleting personal contacts from the address book.
- Transferring emails from the inbox to appropriate folder(s) upon vacating the position.
- Organizing email folders in an easily understandable way.
- Ensuring all Confluence pages under their purview are up-to-date.

C. All team members permanently resigning from their position must adhere to this same protocol and complete all tasks.

D. Although you are encouraged to use the web version of Gmail to access your Boston Pride email account, emails may be downloaded to an email client on the team member's personal computer or mobile device. However, team members **ARE STRICTLY PROHIBITED FROM DELETING** emails from their Boston Pride email account. In order to protect the best interests of the entire organization, please be aware of the following:

- The email system is a tool owned by Boston Pride. The Board of Directors is responsible for its use, and its members may exercise authority over the email system, the accounts and their contents at any time.
- All emails, attachments, and address book contacts are proprietary and for the confidential use of Boston Pride. Any dissemination, distribution, copying, or misuse of this privileged information is strictly prohibited. Violations of this standard could subject to immediate dismissal from the Boston Pride organization, and/or possible legal action.



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E. Confluence pages under your purview may be viewed and edited from a desktop computer, using its web interface, or from a mobile device using the Confluence app. In either case, Committee members **ARE STRICTLY PROHIBITED FROM DELETING PAGES OR OTHERWISE REMOVING CONTENT** from their Boston Pride pages on Confluence. In order to protect the best interests of the entire organization, please be aware of the following:

- The Confluence system is a tool owned by Boston Pride. The Board of Directors is responsible for its use, and its members may exercise authority over the email system, the accounts and their contents at any time.
- All pages, attachments, and other components and items are proprietary and for the confidential use of Boston Pride. Any dissemination, distribution, copying, or misuse of this privileged information is strictly prohibited. Violations of this standard could subject to immediate dismissal from the Boston Pride organization, and/or possible legal action.

By signing below, you are indicating that you understand and agree to the rights, responsibilities, and terms A through E listed above:

Team Member Name _____

Team Member Position _____

Team Member Signature _____

Date _____

Board Reviewer Name _____

Board Reviewer Signature _____

Date _____



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Part 4 – Conflict of Interest Disclosure Form

In accordance with Boston Pride’s Conflict of Interest Policy (which you are asked to review online at <http://www.bostonpride.org/coi>), every Boston Pride team member is required to disclose annually any current or potential conflict of interest stemming from their participation in the events, activities, or programs of Boston Pride. All disclosed conflicts of interest, current or potential, will be referred to the Clerk of the organization for management. This may result in a number of decisions (e.g., recusing oneself from votes or discussions) or no decision at all, regarding your participation in Boston Pride events, activities, and programs.

By filling out this form and signing below, you are disclosing current or potential conflict(s) of interest to Boston Pride, and you indicate that you understand and agree with Boston Pride’s Conflict of Interest Policy:

Team Member Name _____

Team Member Position _____

Do you have financial or non-financial interest(s), current or potential, that may create a conflict of interest with your position in the Boston Pride organization:

YES NO UNSURE

If YES, please indicate the type(s) of financial conflict of interest:

- Owning stock or holding debt or other proprietary interests in any third party dealing with Boston Pride
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Boston Pride
- Receiving remuneration for services with respect to individual transactions involving Boston Pride
- Using Boston Pride’s time, personnel, equipment, supplies, or good will for other than Boston Pride-approved events, activities, programs and purposes
- Receiving personal gifts or loans from third parties dealing or competing with Boston Pride
- Other (*please describe*):



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I certify having provided, to the best of my knowledge and abilities, any and all current or potential conflict(s) of interests that may affect my joining the Boston Pride team.

Team Member Name _____

Team Member Position _____

Team Member Signature _____

Date _____

Board Reviewer Name _____

Board Reviewer Signature _____

Date _____