

**Reptile and Amphibian Ecology International
Board of Directors
Rights, Responsibilities, and Requirements**

I, _____, agree to serve on the Board of Directors of Reptile Research. As part of this commitment, I agree to the following:

Time and Responsibilities

1. I shall contribute, on average, a minimum of five hours per month in my role as a director of RAEI. If not otherwise obligated by current activities with RAEI, I will actively pursue assignments to fulfill this time commitment.
2. I shall attend two meetings of the Board of Directors per year in Tucson, Arizona. Meetings may be held at the request of the President or by a quorum of the Board, provided at least 10 days written or electronic notice is given of such meetings.
3. I will serve on at least one committee and/or serve as program coordinator yearly, and attend, either in person or teleconference, any meetings of said committee as required by the committee chair
4. I will read and comment on the organizational website: www.ReptilesAndAmphibians.org
5. I will promptly respond to all organizational communications by phone, email, or post. If I cannot take action on any communication, I will make this clear by notifying the sender immediately.
6. I will complete all tasks assigned to me and accepted by me in a timely manner. I am expected to meet all deadlines for assigned tasks, and if unable, will notify the President and/or committee chair immediately so that the task can be reassigned if needed.
7. If elected as an officer of the Board of Directors, I will fulfill the obligations of such office as provided in the Bylaws of RAEI.
8. My term shall last for 2 years from the date of election. I will be eligible for reelection at that time.

Financial Contribution

1. I will make an annual donation RAEI.
2. As a representative and voice of RAEI, at my discretion, I will approach and solicit appropriate sources for donations.

Conflict of Interest

1. If an officer, I am not related to any other officer on the board.
2. I will not be monetarily compensated for my role as a member of the Board of Directors, but may be compensated for expenses incurred by carrying out my duties as a Board Member.
3. If an employee of RAEI, I shall not take place in any votes regarding decisions involving my own salary, compensation, or other inurement.
4. My term shall last no longer than two years. Subsequently, I may be reelected for an additional term of up to two years, or a duration stipulated by the term of appointment clause in the Bylaws of RAEI. I may give notice to resign at any time, but will allow a minimum of 30 days before vacating my membership to allow a search for a replacement.
5. If I find I cannot meet these requirements, due to conflict of interest, lack of ability, or lack of interest, it is my responsibility assist in reassignment of my current tasks and to resign from the Board or Directors.

Rights

1. Equal voting power concerning all matters of the organization, including decisions concerning policies and operations, the right to inspect the books and records, etc.
2. Timely and candid responses to inquires to the President, Executive Director, and other staff members.
3. Access to promotional materials, such as fliers and brochures, as available.
4. Access to financial statements, automatically on a yearly basis, or at any point when requested.
5. Indemnity to legal actions by outside parties to the extent possible with available legal resources.
6. Ability to review and comment on any legal document or legal issue, whether or not a current issue before the Board.
7. Discounted fees, of at least 40%, for participation in any research programs or workshops.

Signature

Date