

Peak's Addition Neighborhood Association, Inc. (PANA) Policy on Board Member Responsibilities (Policy)

I. Purpose

In keeping with the intention of the PANA Board of Directors to create better, written documentation of key aspects of PANA operations, this Policy describes certain expectations regarding the behavior and performance of Board Members. The Policy is not intended to describe or foresee every aspect of Board Members' behavior or performance, but does set certain minimum expectations in certain areas.

II. Board Attendance

All Board Members are expected to attend scheduled meetings. If a Board Member is unable to attend a scheduled meeting, they should notify the President and/or Secretary as far in advance as possible so the Board can be assured of a quorum. Any Board Member who misses three (3) or more scheduled Board meetings will be given written notice by the Secretary and may be subject to a removal vote under the "dereliction of duty" provision in PANA Bylaws Article I, Section E.

III. Confidentiality

Respecting the reasonable expectations of privacy of donors, members, volunteers, and PANA itself is a basic value of PANA. Financial information regarding, for example, individual deposits, other sensitive personal information, and executive closed session meeting discussions are deemed inherently confidential and should not be disclosed to anyone outside of the PANA Board of Directors and legal counsel to the PANA Board of Directors without express authorization given by majority vote of the Board. This duty of confidentiality continues following Board service regarding knowledge gained during Board service, unless the information has otherwise already been made non-confidential. Board Members shall not retain any privileged or confidential information after their term of service.

IV. Duty to Return Materials

Pursuant to Section 1.E of the PANA Bylaws, as amended in June 2025, all Board Members—upon their resignation from office, the end of their term of office, or their removal from office—are required to relinquish all files and records of any kind to either the President of PANA, or their successor in office if the President so directs, within fourteen (14) calendar days of leaving or being removed from office.

V. Acknowledgment

Signature: _____

Printed Name: _____

Date: _____

VI. Adoption and Revision History

Initially adopted: 15 July 2025