

## GENERIC BOARD OF DIRECTORS POSITION DESCRIPTION

- TITLE:** Board Member
- REPORTS TO:** Membership via the President
- DESCRIPTION:** Consists of executive committee and three members-at-large. Each is elected in alternating years for a term of three years. The president-elect serves a one-year term, followed by a two-year term as president, followed by one year as past-president.
- PURPOSE:** Acts on behalf of the membership according to mission statement, goals and objectives, and strategic plan within parameters of the bylaws. Directs business of [ASSOCIATION], establishes policies and procedures, approves contracts for civic, educational, and social programs of the organization; fosters growth and development of [ASSOCIATION].
- REVISED:**
- RESPONSIBILITIES:**
1. Meetings
    - a) Attends all scheduled board meetings: one in conjunction with annual fall meeting, one in the winter, and one in summer with select committee chairs as needed. Attendance is expected for the entire meeting.
    - b) If needed, attends or is available by phone/conference call or email for other board meetings.
    - c) Reviews board dockets and is prepared to present for action items from liaison committees, is prepared to discuss business and make decisions.
    - d) Maintains "to do" list of individual responsibilities culminating from board and committee meetings.
    - e) Submits expense form at end of meetings for reimbursement.
    - f) Attends general membership meeting at fall conference.
  2. Reports
    - a) Uses board report form and submits reports of activities and proposed actions to [ASSOCIATION] office according to prescribed time frames.
    - b) Requests reports from committee chairs as the designated board member committee liaison and submits that report to [ASSOCIATION] office according to prescribed timeframes.
    - c) Submits to secretary a written report of activities for inclusion in the general membership meeting minutes.
  3. Liaison to Committee Chairs
    - a) Supports and encourages growth and development of committee chairs and project team leaders.
    - b) Advises and serves as a resource to chair of committee/project team to which assigned liaison responsibilities. Reviews relationship to [ASSOCIATION] office, including responsibilities of [ASSOCIATION] office to committee.
    - c) Remains abreast of assigned committee/team activities, act as committee/team liaison reporting to the board of directors.

- d) Corresponds with committee/team chair in advance of board meeting to assure timely submission of committee/team reports.
  - e) After each board meeting, 1) reviews board decisions effecting committee/team and provides liaison committee/team chair with written follow up report, 2) reviews liaison committee/team's assignments and projects with the committee/team chair and follows up to assist and insure specified action.
  - f) Confirms committee/team members and co-chair(s).
  - g) Attends assigned committee/team meetings at annual conference and acts as ex-officio member of committee/team.
  - h) Discusses committee/team budgets including budget requests and appropriations.
  - i) The liaison is not authorized to act independently for board of directors or [ASSOCIATION].
4. Other
- a) Participates in formulating annual goals and objectives for committees/teams.
  - b) Reviews strategic plan as it impacts committees/teams.
  - c) Votes on policies affecting membership.
  - d) Approves committee chairs/project team leaders selected by president.
  - e) Approves annual budget. Monitors budget and period statements. Reviews audit annually.
  - f) Submits budget items per policy on "Budget Request."
  - g) Maintains notebook of committee/team liaison information, update at each meeting, present to new committee/team liaison at end of term.
  - h) Arranges travel to meetings unless otherwise directed.
  - i) Sends copies of all correspondence to president and [ASSOCIATION] office.
  - j) Assists in orientation of new board members (see orientation).
  - k) Proactively identifies possible sources of financial support for the organization and provides contact information to staff on an ongoing basis.
5. Participation on board e-mail listserv.