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.