



Member of Board of Directors

Description:

The Board of Directors functions as the chief governing body of the chapter. Board members shall have authority and responsibility for supervising the general operation of the chapter in the furtherance of its stated purpose, mission, and goals.

Responsibilities:

Attend all regular and special meetings of the Board of Directors and the members and notify the Board if unable to attend.¹

Participate in the formulation of the chapter's strategic and/or short and long-term plans.

Contribute to the development, approval, and monitoring of the chapter annual budget, including fundraising.

Evaluate chapter policies and programs on a regular basis and make appropriate recommendations.

Bring member issues and concerns to the attention of the Board of Directors for consideration and action.

Chair a subcommittee and serve as a member on one other subcommittee.

Contribute to raising the profile of the chapter by speaking on industry panels and/or submitting articles to industry publications.

Support chapter programming by attending events organized by the Board.

Apply for chapter grants / sponsorship for your subcommittee's projects.

Engage with membership, increasing network opportunities / mentoring / coaching helping our members.

Perform any other non-specified duties necessary to further the business of the chapter as duly authorized by President and/or Board of Directors.

Time Commitment:

A Board member has a time commitment of at least five hours a month and has employer support to discharge the duties of Board membership as outlined above.

Term of Office: 3 years

Qualifications:

Demonstrates leadership skills, strong business acumen, professionalism, teamwork and a commitment to perform in an orderly and responsible manner all duties of the office.

¹ Absence of more than 50% of Board meetings in any 12-month period without reasonable grounds may result in automatic disqualification.