

SAMPLE BOARD DESCRIPTIONS

Position: **Board of Directors Member**

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. Each Board Member is directly accountable to the President of the Board for performance of the stated duties.

Responsibilities:

Attend all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend.

Participates in the formulation of the chapter's strategic and/or short and long-range plans including annual goals and objectives.

Contributes to the development, approval, and monitoring of the chapter annual budget.

Evaluates chapter policies and programs on a regular basis and makes appropriate recommendations.

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

May chair a committee or special task force and/or serve as a member of or liaison to at least one committee, as assigned by the President and/or Board of Directors.

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

Term of Office: One (1) year

Qualifications:

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