

## ACC NCR – Responsibilities of Members of the Board of Directors

The members of the Board of Directors of ACC NCR (Directors) represent the members of the chapter and are responsible for establishing, guiding, and assessing the overall direction of the chapter. The Directors formulate the rules of governance for the chapter and establish procedures for oversight of its policies and procedures.

Directors also have the following additional responsibilities:

- Area of Emphasis: ours is a working board, so all Directors are expected to take an ownership interest in and lead a particular area of the chapter's activities. That could include a role with the Leadership Academy, CLO Club, diversity, equity, and inclusion, pro bono or community service activities, or a leading role assisting with our sponsors. Taking such an active role is expected of all Directors serving on our chapter's Board.
- Meetings: regularly attend quarterly meetings, in person if at all possible, and review materials circulated head of time
- Events: attend at least one chapter event each month, which may include receptions, CLE, volunteer events, and special events such as GC Roundtable, Awards, and Sponsor Reception. At events, act as hosts – welcoming members, sponsors, and other attendees, making introductions, following up on conversations as appropriate.
- Sponsors: serve as a point of contact (i.e., Ambassadors) who is responsible for regular communication with current or potential sponsors of the chapter (such efforts are critical for the chapter's success); reach out to sponsors after events to thank them and provide positive feedback, if appropriate
- Operations: be familiar with the chapter's operations, to include its continuing legal education, community service and pro bono efforts, as well as other matters of interest
- Social Media: note in their LinkedIn profile their leadership positions within the chapter, check LinkedIn periodically and like, comment, and share posts.