

Job Description

Date: November 1, 2017
Job Title: Board Director
Term: Three Years

Position Summary

Board Directors act on behalf of the membership according to the Mission Statement, goals and objectives, and Strategic Plan within parameters of the Bylaws. Board members direct business of the Association, establish policies and procedures, and foster growth of the Association.

Key Responsibilities:

- Attend all Board and committee meetings and participate actively. Come prepared to participate in discussions and make decisions. Review the agenda and any supporting materials prior to the start of the meeting. Ask questions.
- Learn about the organization, its mission, strategic plan, programs, policies, finances, challenges and opportunities. Read the Constitution and Bylaws.
- Continue to stay informed during your service on the Board. Learn something new about the Association each month.
- Support the decisions of the Board. Once a decision has been made, it is the decision of the Board. Question it in private with the Board if you must; but, support the decision that is made before the staff, the volunteers and the public.
- Accept the non-governance responsibilities that come with service on the Board. Attend social and other functions sponsored by the Association when your schedule allows, communicate with others the work of the Association, and show your support for the Association when talking with others.
- Participate in the active recruitment, selection and orientation of new Board members. Encourage continuing education for all Board members and participate in the programs. Serve as a mentor for new Board members when you are ready.
- Review and evaluate the annual budget with senior staff. Approve annual budget when satisfied with overall projections.
- Monitor monthly financial results against budget and take action as you deem necessary.
- Approve outside auditing firm on an annual basis.
- Approve outside legal firm on an annual basis.
- Approve designated check signers on an annual basis.
- Approve annual administrative committee appointments.
- Approve or disapprove projects and programs having significant unbudgeted impact on the Association.
- Ratify appointment of Nominating Committee on a yearly basis.
- Monitor activities of the Association against NACM/Chicago-Midwest's Constitution and Bylaws.

Take action as you deem appropriate.

- Report to the membership as necessary about the operations and financial condition of the Association.
- Hire the President/COO when an opening in the position exists, and terminate employment when you deem that action necessary.
- Refrain from participating in any activities which may be in conflict with the purposes and functions of NACM/Chicago-Midwest.
- Participate in the various Board committees and report to the Board on committee activities.

Experience/Qualifications:

Ideally a candidate for a Board Director is someone who is actively involved in the Association. A candidate should have enthusiasm for the position, inspired to achieve the Association's full potential, and must be willing to devote the necessary time.