

Board Member Job Description, Duties & Responsibilities



My Responsibilities as a member of the Board of Directors are:

- policy making,
- long-range planning,
- financial oversight,
- evaluation of the organization,
- fundraising,
- public relations,
- board training and development,
- advocacy in the community at large for the organization and its mission

This means that I:

- know AAGS' mission, purpose, goals, policies, programs, strengths and weaknesses,
- join in informed discussions and votes,
- review the financial statements,
- evaluate the organization and the Board,
- lead, support, and participate in fundraising projects,
- serve on a committee of the board,
- represent and promote AAGS in the community,
- assist AAGS through personal commitment and contacts,
- participate in AAGS activities in as many capacities as time allows, while fulfilling primary responsibilities to the Board

Time Commitment

I agree to participate in Board meetings as outlined in the attachment, Expectations of Board Members, and special sessions or retreats, serve on a standing committee or special projects committee, and attend AAGS annual events. Communication regarding absences shall go through the Board President and/or Vice President.

Committee Chair Commitment

As a part of service on the AAGS board, I agree to identify a committee, when available, to serve on and to prepare myself to chair that committee. Plan with staff committee meetings and set times for the committee to meet.

Financial Commitment

I agree to contribute, according to my ability, to fundraising campaigns the Board may undertake from time to time. I recognize that each director assumes responsibility for fundraising and assists in identifying and evaluating prospective donors, i.e., individuals, corporations and foundations.

Communication

The President and Vice President are responsible for day-to-day operations and for coordinating the activities of AAGS's various programs. This is most easily achieved by copying these officers on email messages regarding board business between board members.

Board Terms

Per our by-laws, board member positions do not carry term limits. If circumstances should arise restricting active participation, the member may elect to move temporarily to the Advisory Board.

Officer Terms

Terms of office are for two years (plus or minus 2 months, consonant with elections) with no constraints on re-election, and only Board Members are eligible to hold office. Election of new officers shall be held at a time convenient to the Board of Directors, during autumn of odd-numbered years.

Governance and Oversight

I understand that directors are legally responsible for the organization; however New York State law and AAGS's by-laws indemnify directors from individual liability except in the case of gross negligence. (AAGS maintains director and officer liability insurance coverage.) An important part of serving as a director is protecting assets and ensuring that funds are managed properly. Accordingly, I will review financial information provided at or prior to Board meeting at least once per month. I recognize that my participation in discussions of financial reports and the budget preparation process are essential duties.

Conflict of Interest

I confirm that I will not use my service for my personal advantage or for the advantage of friends or associates. I agree that I will not obtain for myself, my relatives, or my friends a material benefit of any kind from my association with AAGS. I agree that I will represent the interest of all people served by the organization.

Advocacy and Leadership

As a member of the Board of Directors, I will represent AAGS responsibly. I understand that directors are primary advocates for the organization, responsible for projecting and maintaining the organization's positive public image. I will work actively to educate elected officials, the business community and the general public about the important and essential role of AAGS in the community.

Resources and Recruitment

As a member of the Board of Directors, I will support the organization by drawing on my professional and social experience and contacts to suggest potential supporters, sponsors, consultants and committee members.