

## 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.