

## Board of Directors Position Description

- Purpose:** To serve as a member of the AAFB Board of Directors with the authority and fiduciary responsibility to develop the organization's vision, strategy and policies and to insure the financial viability and growth of AAFB.
- Term of Office:** One three-year term (unless elected to fill an unexpired term of shorter duration). Under the Association's bylaws, a member of the board may serve three consecutive three-year terms.

### Board Member Duties and Responsibilities:

- 1) Appoint, support and monitor the CEO/President.
- 2) Evaluate and clarify the Association's mission.
- 3) Approve long range plans.
- 4) Monitor the Association's financial solvency.
- 5) Preserve institutional independence.
- 6) Develop community knowledge of and appreciation for the work of the Association.
- 7) Periodically assess individual and board performance.

### Board Member Expectations:

- 1) Attend meetings of the Board of Directors every other month as a policy maker and planner
  - Attend regularly (at least 3 out of 4 meetings per year)
  - Become well-informed on all agenda items
  - Contribute knowledge and express points of view based on experience
  - Consider other points of view, make constructive suggestions and build consensus
- 2) Actively serve on at least one board committee, and regularly attend that committee's meetings. Committees meet as needed, typically once per month.
- 3) Become familiar with the AAFB organization, its history, operations, policies, strategies, and its staff. Become knowledgeable about the nonprofit and political environments in which AAFB operates. Learn the key issues that impact the Association's viability and that facilitate the accomplishment of its mission.
- 4) Actively participate in strategic planning sessions.
- 5) Share personal / business skills, business contacts, knowledge and resources to enrich the organization's programs, services and facilities.



- 6) Assume Board leadership responsibilities as requested and as possible (such as committee chairperson, elected officer, etc.), generally after first year.
- 7) Make a confidential and significant contribution in support of the Association annually, either through fundraising efforts or personal donations. A suggested minimum is \$500.
- 8) Participate in AAFB fundraising campaigns and special events. Responsibilities may include securing in-kind donations and financial support from corporations and individuals.
- 9) Be informed about the needs of the community, society and constituents.
- 10) Serve as an advocate / spokesperson for AAFB in the community-at-large and work to increase the Association's visibility and community support.
- 11) Attend special events and meetings as a representative of the AAFB Board of Directors as requested.
- 12) Identify individuals to serve as future Board members. Be willing to serve as a mentor to that individual if their nomination is accepted.
- 13) Contact the Board President in the event you are no longer able to meet your responsibilities or where a conflict of interest arises in your service as a member of the Board of Directors.

