

Expectations of a Idaho GCSA Board Member

Board Meetings:

- Attend the Spring and Fall Board Meetings
- Submit in writing any items in advance to be placed on the board agenda
- Review the board packages carefully before the board meetings, and when applicable, seek answers to questions you may have that could be answered/researched prior to the board meeting. This includes questions about how to read the association financial reports and questions about association history.
- Participate at the board meetings
- Volunteer as needed for committees or special projects
- Vote to decide policy issues and motions presented
- Make every effort to attend any special board meetings or board gatherings (i.e. - special meetings held during national conference and show if attending; follow up meetings scheduled during association events)

Board Members:

- Represent the chapter in a positive and professional manner at all times and in all places
- Play an active role in member recruitment, lobbying, fundraising and other revenue generation
- Assist the chapter in strategic planning for the future of the association
- Board members have been elected to uphold the good name of the association and ensure that the plans and activities remain in the general membership's best interest.
- Board members contribute to the development of the chapter's mission and participates in governing the implementation of that mission.
- Any board member resigning from the board must notify the president in writing. Vacancies shall be filled by appointment, by the president, with the approval board. Appointments shall be for the remainder of the term.
- When propositions or motions are made, each director shall be given adequate time to express their opinion either for or against such proposals. When the question is called and vote is taken, each board member shall have the option of voting yea, nay, or abstaining. Board members have an obligation to support the vote of the body during and after the meeting, even if the vote is contrary to the director's personal feelings.

Committees or Assignments:

- Chairs committees when asked by the president (see committee chairman responsibilities)
- To complete committee and special assignment responsibilities in the designated time

Newsletter:

- We ask board members to contribute to the newsletter and to help solicit articles from the membership

Correspondence:

- Participate in discussion throughout the year as needed
- Vote on motions made during the year
- Respond timely to correspondence from board members and association office

Miscellaneous:

- An insurance policy of professional liability, which covers all officers and directors, is purchased by the association.
- Service on the board is a position of trust bestowed upon an individual by the voting members of the association. It is a position that requires board members to conduct themselves in a manner consistent with a position of integrity and trust.

Descriptions of officers:

President

Role of the president:

The president shall preside at all meetings of the chapter and the board of directors and shall be an ex-officio member of all standing and special committees.

Duties of the president:

1. Ensures that the board functions effectively, interacts with the appropriate committees and fulfills all of its duties.
2. Works with the executive director to develop agendas for all board meetings.
3. Appoints committee chairs and consults with chairs to fill committee seats.
4. Assists committee chairs in recruiting volunteers for association assignments.
5. Calls special meetings as needed.
6. Ensures that all yearly reporting requirements of the GCSAA/chapter affiliation relationship are completed.
7. May attend any committee meeting as a nonvoting, ex-officio member.
8. Addresses general membership at annual meeting to outline goals, accomplishments and unfinished business during preceding year.
9. Prepares the incoming president (president-elect) for assuming the duties of president.

As president, before assigning tasks and responsibilities, ask yourself these questions:

1. What is your specific expectation from that board member?
2. What specific task do you expect that person to perform?
3. What is the desired result?
4. By what dates are the specific steps toward fulfilling the task to be met?
5. What is the consequence to the rest of the chapter for not completing the task?
6. What sort of assistance should the board member need from the board?
7. How should the committee be structured and what kind of person should serve on it?

Clearly communicate your expectations to the board member, follow up on the progress made, and

Immediate Past President

Role of the immediate past president:

To serve as an adviser and counsel when called on by the president and board of directors.

Duties of the immediate past president:

1. Attends meetings of the board of directors.
2. Chairs the nominating committee and submits names of all officer candidates to the board of directors at the election meeting.

Vice President

Role of the vice president:

The president elect or vice president will assume the office of president in the event that the president resigns or is unable to complete the term of office. The vice president should be actively involved in chapter program planning and be prepared to assume the duties of the president the next year.

Duties of the vice president:

1. Assists the president whenever possible.
2. Assumes the duties of the president in his/her absence.
3. Attends board meetings.
4. Serves as chair of one or more committees as requested by the president.
5. Receives a transition briefing from the outgoing on the past year's issues, progress, successes, challenges and trends.

Secretary/Treasurer

Role of the secretary/treasurer:

Oversees that the following are accomplished by the executive director:

1. Recording of the minutes of all board and association meetings.

2. Distribution of the minutes to the board of directors.
3. Notices of chapter, board of directors' and committee meetings are published.
4. Chapter bylaws, articles of incorporation, standing rules and other official documents are maintained
5. Meeting attendance and information on chapter activities are recorded.
6. A roster of the names, addresses, telephone and fax numbers of all members are maintained and published in a membership directory annually.
7. GCSAA headquarters is contacted when new class A and B members apply for membership with the chapter to verify that they have also applied for membership with the GCSAA.
8. A financial summary or copy of the IRS 990 form for the previous fiscal year is submitted to the GCSAA to comply with annual affiliation requirements.
9. Payments are submitted for directors and officers liability insurance and general liability insurance, as required for affiliation with GCSAA.
10. Treasurer ensures that all chapter financial policies are being followed.
11. Treasurer gives regular reports to the board and at annual membership meetings as to the financial health of the chapter.
12. Treasurer Chairs the finance committee and directs this committee in preparing the budget for the next fiscal year.
13. Records of all receipts and disbursements are maintained.
14. Reviews financial documents of the chapter.