



montana chapter

JOB DESCRIPTION BOARD OF DIRECTORS

General Description:

The Board of Directors functions as the chief governing body of the chapter. Board members shall have authority and responsibility for supervising the general operation of the chapter in the furtherance of its stated purpose, mission, and goals. Each Board Member is directly accountable to the President of the Board for performance of the stated duties.

Term:

Two Years, maximum of 10 years exclusive of Chapter Officers

Time Commitment:

60 hours/year average or 5 hours/month average

Goals, Objectives, and Responsibilities:

- Attends all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend.
- Participates in the formulation of the chapter's strategic and/or short- and long-range plans including annual goals and objectives in conjunction with the Chapter's mission statement.
- Contributes to the development, approval, and monitoring of the chapter's annual budget.
- Evaluates chapter policies and programs on a regular basis and makes appropriate recommendations.
- Brings member issues and concerns to the attention of the Board of Directors for consideration and action.
- Chairs a committee or special task force and/or serve as a member of, or liaison to, at least one committee, as assigned by the President and/or Board of Directors.
- Potential to serve as an officer of the chapter by going through the chairs. Officer positions are: President, President-Elect, Vice President, Past President and Secretary which entails a five year commitment to the Chapter.
- Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by President and/or Board of Directors.