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| **Job Title: Board Member** |
| **Reports to: Board Chair** |

**Position Overview:** Board members at-large represent the Association membership and are responsible for talking to the membership as much as possible and representing them in their capacity as a Board member.

Primary Job Functions

* Regularly attends Board meetings and important related meetings
* Makes serious commitment to participate actively in Board work
* Volunteers for and willingly accepts assignments and completes them thoroughly and on time
* Stays informed about Board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
* Gets to know other Board members and builds a collegial working relationship that contributes to consensus
* Is an active participant in the Board’s annual evaluation and planning activities
* Works with Executive Director as requested by the President

**Other Skills/Abilities**

* Strong leadership skills
* Knowledge of Robert’s Rules
* Facilitation skill
* Proficient in business management
* Good verbal and writing skills
* Basic Accounting & Finance