

POSITION DESCRIPTION: BOARD OF DIRECTORS



Basic function: Directors are the shapers of the Association's vision and goals. They set the direction and establish policies for the Association and are expected to support and promote the Association's vision, objectives, programs, and policies. Directors are the official representatives of the Association with the general membership and, particularly, with members in their instructional level or region.

Specific duties:

Directors (*Regional and Grade Level Directors have the additional responsibility of maintaining communication with community leaders, partners, regional chapters and facilitating networking*).

- serve on the Board of Directors and on committees as designated, attend all board meetings, and commit the time necessary to fulfill the role of director to include submitting a board of directors report;
- become fully cognizant of bylaws, operating policies, and financial status of the Association;
- develop, as a group, the Association's mission, program priorities, and long-term goals;
- establish the policies under which the Association operates;
- understand their legal obligations as directors of the board and fulfill their fiduciary duties and duties of care and loyalty;
- review board agendas and background documents prior to board meetings and come to board meetings prepared to participate fully in discussions and decisions;
- approve operating and capital budgets;
- employ the chief staff executive;
- attend Association annual conference and membership meetings and assist at Association membership booth; attend other Association conferences and meetings when possible;
- represent the membership as a whole, but bring the concerns of their specific region or instructional level or bear on Association decisions;
- serve as a sounding board for the membership and communicate the members' views to the officers of the Association;
- attend chapter and associated groups' meetings when possible and become visible spokespersons for the Association; attend virtual Regional/Grade level director meetings bi-monthly;

- Engage colleagues in supporting the association via CASE membership, Awards program and resource sharing and CASE.
- Coordinate at least one in-person or virtual event per year (i.e. one-day mini conference, social gatherings, networking/meet-up, grade-band specific, etc.)