



Board of Directors Member JOB DESCRIPTION

Position: Board of Directors Member

Status: Elected by Association membership

Reports to: Ownership (Members, etc.) of AEE

Position Summary: Be an informed agent of the ownership, to ensure appropriate association performance and to communicate about that performance to the membership. In collaboration with fellow Board members provide the vision/direction of the Association through the establishment and monitoring of Ends and executive limitations (ELs).

Essential Job Functions:

- Create the link between the ownership and the operational association.
- Assure successful (Director(s) performance.
- Participate in monthly monitoring reports and summaries.
- Participate in Annual Agenda activities.
- Promote and support the Silent and Live Auctions by acquiring items.
- Serve on the Nominating Committee during final year of term.

Time Commitment and Expectations

- Serve 3 years.
- Attend and participate in 2 scheduled meetings a year (Prior to Annual Conference, late Spring). Meetings are 3 days in length; this does not include travel time.
- Participate in monthly conference calls, usually 2 hours in length.
- Attend the Annual International Conference in the fall.
- Strongly encouraged to attend a Regional Conference every spring.
- Attend and participate in the special events when applicable (e.g. Leadership Summit)
- Participate in committee and small working groups as needed throughout the year; committees or small working groups can be as short as one month or as long as two year commitments.
- Avoid conflict of interest roles and business with the Association.

Financial Expectations

- *Giving* - Each Board member is expected to make a yearly tax-deductible cash donation to the Association at a level comfortable to the individual. One hundred percent contribution from the Board is essential for the Director(s) to report when seeking funding for the Association.
- *Expenses* - Board members are expected to attend all scheduled meetings and events and will be responsible for covering the costs incurred in participating. Several costs may be reimbursable- please be sure to carefully read the AEE Travel and Expense Reimbursement Policy for important details (see Volunteer Handbook - <http://www.aee.org/members/volunteerhandbook>). Expenses not reimbursed can be tax deductible. Specific additional contributions expected of Board members not reimbursable by AEE Policy are:
 - 1) \$20/person towards purchase of beverages for Leadership Celebration at the International Conference.
 - 2) Ability to pay phone charges to participate in monthly conference calls.An expense currently not incurred by Board members is:
 - 1) Conference registration comped for International Conference.
- *Soliciting* - The Board is expected to provide revenue-generating contributions towards fundraising activities of the Association. Often these revenues are generated through auctions at conferences (silent and live). Board members are expected to solicit donations and contributions for these fundraising events.

Qualifications

- AEE Membership: Individual members or persons designated by a collective membership (e.g. organizations or families).
- Previous AEE leadership experience (preferred).
- Interest in Policy Governance and organizational vision, not Association operations.

Benefits

- See the AEE Volunteer Handbook
<http://www.aee.org/members/volunteerhandbook>

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