

ROLE AND RESPONSIBILITIES OF THE BOARD MEMBER

Agreeing to serve on the ACCCA Board means that a commitment has been made. Your colleagues will expect your enthusiastic involvement, cooperation and performance in your role as an ACCCA Board member. The Board expects each of its members to accept and be effective in an assignment outside the Board as a participant on a committee, commission or for a project. Following are the general responsibilities of an ACCCA Board member:

- Maintain your Board binder and update it as necessary with meeting materials provided to you by the ACCCA Office. Become familiar with the Manual of Operations and refer to it frequently to keep the Association focused. Offer suggestions on procedures or policy as necessary.
- Identify a commission, committee or project on which you choose to work outside of your role as a Board member.
- Respond as quickly as possible to all correspondence and requests which come from the Executive Committee or the Association's Director.
- **Attend all Board meetings** and the meetings for any commission or committee for which you are assigned. The Board meets a minimum of four times each year and some meetings will have a regional video conference option. In addition, Board members are expected to attend and participate in the annual conference, the budget workshop and the annual planning meeting. Your consistent absence from Board activities will require that the Executive Committee review your effectiveness as a Board member.
- Carefully prepare any presentation you may be requested to make, and study the reports of others in advance of meetings if provided. Come to meetings prepared to discuss issues.
- Board members are expected to enthusiastically support ACCCA and serve as a membership recruiter on their campus and across the state. Membership recruitment materials will be provided to all Board members and additional materials made available upon request.
- Board members are asked to cover the cost of their involvement on the ACCCA Board through their college to the extent that they can. Reasonable direct expenses shall be reimbursed by ACCCA upon receipt of an approved reimbursement form (available online) and accompanying receipts for expenses. A travel stipend of \$300 per meeting will be provided—upon request—to offset the cost of travel and hotel accommodations in relation to scheduled meetings of the Board. Expense reimbursement requested beyond the stipend provided must be approved by the Finance Committee Chair or their designate.