

## **General Job Description, Member, NACA Board of Directors and NACA Foundation Board of Trustees**

**Reports to:** Chair of the Board of Directors/Board of Trustees

**General Responsibilities:** The Board of Directors/Board of Trustees is the governing body of the Association and the Foundation and all authority within the Association and Foundation is delegated by it. Members of the Board are responsible for the overall strategic direction, effectiveness and financial stability of the Association. Please note that a member of the NACA Board of Directors may not hold other recognized volunteer leadership positions within NACA during their tenure on the Board. Board members may be assigned to positions, committees or teams by virtue of their Board position.

### **Specific Responsibilities:**

- Maintains an awareness of the needs and interests of the membership and represents their views during the Board's discussions of the Association's strategic direction;
- Establishes and reviews goals for the Association through the Strategic Plan process;
- Provides sufficient documentation to update the Board on events or matters within specific areas of responsibility as charged by the Chair or through election to an Executive Committee position;
- Approves the annual budget;
- Supports the Association's membership recruitment and retention efforts through activities determined by the Chair and/or the Executive Committee;
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and the development of programs and services for the Association's members;
- Elects officers to the Board of Directors;
- Evaluates the Executive Director;
- Reviews various written updates from the Board and Office to stay current with decisions of the Executive Committee regarding day-to-day governance issues; proactively calls the Chair or the Executive Director to discuss if questions arise; serves as a resource for other volunteers regarding decisions of the Board and/or as a conduit for questions/information for the Executive Committee;
- In conjunction with the associate member representative present at a regional conference, facilitates the associate member town hall meeting, utilizing the agenda prepared by the Chair of the Board and the Associate Member Representative to the Executive Committee;
- Attends all Board meetings;
- Represents the Board of Directors as appropriate to the membership and other organizations;
- May serve as a member of or chair a Board standing committee or research and recommendation team;

- May attend RCPC meetings and conduct training as assigned by the Chair;
- Is available to travel as requested by the Chair of the Board;
- Participates in Board effectiveness assessment annually;
- Undertakes any additional duties set forth in the Association and Foundation Bylaw, or by the Chair of the Board.

**Term of Office:** Two years. Board members may run for two consecutive terms on the Board, but with the understanding that they must follow the same application procedures as other potential candidates.

**Qualifications:** Members of the Board of Directors should have proven abilities of volunteer program management, co-curricular awareness and experience, and sound judgment, as well as understanding and appreciation of NACA activities. Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making and follow-through.

Members of the Board must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.), and must maintain NACA membership during their term.