



NATIONAL BOARD OF DIRECTORS

Description and Responsibilities

TITLE: Board Member

REPORTS TO: Membership via the President

DESCRIPTION: Consists of five officers and at least four, but no more than six, elected directors. Each is elected annually for a term of one year. Additional directors not elected include the immediate past president, a representative of the National Council of Building Designer Certification, the Chancellor of the College of Fellows and the Chief Staff Officer (a non-voting member).

Officers:

President

The president is the chief executive officer of the Institute and supervises the day-to-day business and affairs of the Institute with the assistance of Staff and direction from the board. The president presides at all meetings of the board of directors and is an ex-officio member of all standing committees.

Internal Vice President

The internal vice president is first in the line of succession. As the title suggests, the internal vice president's duties are focused on matters within the Institute, such as education, chapters, membership, and operations.

External Vice President

The external vice is second in the line of succession. As the title suggests, the external vice president's duties are focused on the Institute's external activities and relationships, such as conferences and the ARDA design competition.

Secretary

The secretary performs all duties as are usually performed by secretaries of similar associations, including keeping minutes, maintaining a membership roster, giving notice of meetings, and maintaining all records. The secretary works with and may delegate duties to the Chief Staff Officer.

Treasurer

The treasurer performs all duties as are usually performed by treasurers of similar associations, including receiving and safeguarding all funds, paying bills and accounts, and supervising the annual budget. The treasurer works with and may delegate duties to the Chief Staff Officer.

Directors

There are no less than four (4) nor more than six (6) directors serving at large. The directors represent the needs, interests and concerns of the members. Directors' duties on the board may be focused on various aspects of the Institute's activities, strategic objectives, committees and task forces. The Chief Staff Officer may not vote.

PURPOSE: The board acts on behalf of the membership according to mission statement, goals and objectives, and strategic plan within parameters of the bylaws; directs business of the Institute, establishes policies and procedures, fosters growth and development of the Institute.

QUALIFICATIONS: Prior to each annual meeting, the voting members shall elect the officers and directors from among the Professional members in good standing.

RESPONSIBILITIES:

1. Meetings

- a. Attends all scheduled board meetings: one face-to-face meeting in conjunction with annual meeting (July or August) and at least one electronic meeting monthly.
- b. Reviews board dockets and is prepared to present for action items from liaison work group(s), is prepared to discuss business and make decisions.
- c. Maintains "to do" list of individual responsibilities culminating from board and work group meetings.

2. Reports

- a. Uses board report form and submits reports of activities and proposed actions to the president according to prescribed time frames.
- b. Submits to secretary a written report of activities for inclusion in the board meeting minutes.

3. Liaison to work group(s)

- a. Members of the board are asked to lead or be a member of at least one project team, program team, task force or committee of the Institute.
- b. Supports and encourages growth and development of liaison work group(s).
- c. Remains abreast of assigned work group activities, acts as liaison reporting to the board of directors.
- d. Discusses work group budget(s) including budget requests and appropriations.
- e. The liaison is not authorized to act independently for the board of directors or the Institute.

4. Other

- a. Participates in formulating annual goals and objectives.
- b. Reviews strategic plan.
- c. Approves chairpersons selected by president.
- d. Approves annual budget. Monitors budget and period statements.
- e. Submits budget items per policy on "budget request."
- f. Arranges travel and lodging to meetings unless otherwise directed. Submits expense forms for travel and business related reimbursements.
- g. Submits expense forms for travel and business related reimbursements.
- h. Assists in orientation of new board members.
- i. Proactively identifies possible sources of new membership for the organization and provides contact information to staff on an ongoing basis.

More information is available by review the AIBD Bylaws and Standing Book of Rules:

www.AIBDmember.org/bylaws.pdf

www.AIBDmember.org/bookofrules.pdf