



BOARD ROLE
DESCRIPTION: Board Member

TITLE: Board Member

REPORTS TO: President

DESCRIPTION: Member of Board for two years. All Board terms start January 1st.

PURPOSE: All Board Members have a legal obligation to exercise care, loyalty and obedience to ensure that AFN is governed in such a way that it fulfills its mission and purpose, that the assets of AFN are conserved and protected through sound financial management and that AFN operates in accordance with state and federal laws. All members of the Board shall seek to understand, uphold, and support the bylaws, mission, strategic plan, policies, and procedures of AFN.

RESPONSIBILITIES:

1. Attend all Board Meetings, or at least a minimum of 75%.
2. Serve as Board Liaison to assigned committees.
 - a. Complete the fiduciary accountably yearly.
 - b. Function in an advisory role and outside of the operational structure and process of the group(s).
 - c. Communicate a minimum of two (2) times per year, via letter, e-mail or telephone. Recommend communication with chair prior to Board meetings.
 - d. Attend committee meetings unless in conflict with priority Board responsibilities. Provide update to members of Board activity and/or decision.
 - e. Advise concerning appropriate process regarding any governance issues.
 - f. Serve as a resource person to facilitate consistency with AFN's mission, vision and strategic plan.
 - g. Identify potential leaders.
3. Carry out special assignments as requested by the Board and/or President.
4. Stays alert to community and member concerns that may impact the association and share them with the Board.
5. Participate in long-range and short-range planning and review through the strategic planning process.
6. Be aware of, identify and disclose any potential conflicts of interest.

TIME COMMITMENT:

1. Approximately 2-5 hours a week, depending on activities.
2. Attend 8-12 Board meetings held per year: schedule to be determined annually with Board consensus. Monthly Board meetings are generally held via teleconference and last no more than two hours.
3. Other representative travel as deemed appropriate to meet or further the goals identified by the Board of Directors.
4. Board Special Interest Group/Liaison Committee work - 5-6 hours per month or as decided by the committee.
5. Participate in orientation for new Board members.
6. Participate in the annual Board meeting.
 - a. Attend regional conferences as needed or able.
7. Other meetings as requested and/or approved by the President.

QUALIFICATIONS:

1. Active AFN service and commitment to organization.
2. Ability to manage many priorities at once.
3. Employer support to the extent that business may be conducted during the work day.
4. Ability to listen well and provide a forum for productive dialogue, with contributions on all sides of an issue.
5. Ability to tackle difficult decisions with honesty and integrity.
6. Enthusiasm for the job; sensitive to the role and needs of staff, and inspired to achieve the organization's full potential. A desire to be innovative.
7. Must be willing to devote the necessary time. Understand the need for accountability and responsiveness.
8. Ability to think globally.