

General Directors:

All board members share responsibility for the programs and fiscal integrity of the club. Board members provide planning and guidance for the club and institute and maintain policies. Directors ensure that the organization fulfills its mission by doing quality work.

Directors recognize that in order to foster the organization's continued viability and growth, diversification of income sources is essential and they pledge to personally contribute needed resources or talents toward this end.

Duties and Responsibilities:

- Support AAF NEPA's history, goals, and mission statement.
- Attend all Board of Director meetings and actively participate in decision-making
- Review all relevant materials prior to all meetings and prepare to make contributions concerning issues and activities.
- Respond promptly to correspondence and information requests.
- Participate in the development of club projects and in the overall operation of the club.
- Participate in the development of the annual budget.
- Review and approve the operating budget on a semi-annual basis.
- Be available to review and vote on proposed spending agreements submitted by committee chairs.
- Serve on at least one committee or task force each year.
- Attend the majority of club activities. Participate in the organization's conferences and meetings.
- Serve as an ambassador for the club's visibility and credibility.
- Be an advocate for the organization; promote it in ways appropriate to your profession and contacts.
- Assist members with navigating club activities, events, membership involvement and networking activities.
- Assist with projects assigned by the President, VP or Secretary on an as-needed basis.
- Accept and complete special assignments as required.
- Maintain your membership.
- Fulfill the duties of care, obedience and loyalty to the organization.
- Participate in strategic planning activities.

Committees:

General Directors may serve as a Chair or join a club committee as determined by the club president. Committee members work closely with committee chairs to plan and coordinate events and outcomes.

Committee Chairs:

- Lead the committee to achieve goals presented in the committee objective
- Appoint enough committee members to manage all aspects of the committee assignment. Lead the committee to achieve goals presented in the committee objective
- Appoint enough committee members to manage all aspects of the committee assignment.
- Oversee and manage the work, deadlines and responsibilities of committee members.
- Manage the budget allowances determined for the committee.
- Employ fiscal responsibility to spending and income decisions.
- Secure the approval of the board for anticipated expenses before entering in agreements.
- Report the status of the committee work at regular board meetings.