

General Director

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 Directors meetings and actively participate in decision-making. **Board members may not miss more than 3 Board of Directors meetings per year. (Majority of Board of Directors meetings are in-person meetings.)**
- 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.
- Attend the majority of club activities. Participate in the organization's conferences and meetings. **(Board members must attend at least 3 club activities per year.)**
- 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.

Have knowledge of the community and commitment to maintaining a strong organization that is responsive to the membership. Working knowledge of bylaws and policies. Ability to handle organization business with tact, enthusiasm and commitment. Ability to communicate effectively. Ability to motivate committee members. Ability to take responsibility and follow through on assignments. Ability to work well with people individually and in a group.