

G. Individual Board Member Responsibilities

The Board of Directors serves on behalf of the members of the IFYE Association of USA, Inc. The Board of Directors establishes direction and manages the business and operations of the Association.

Term of Office:

The members of the Board shall serve a term of *four* years. Board members may be elected for a 2nd term but shall be limited to a maximum of 2 consecutive terms. Individuals who have served for the 8-year maximum may be elected for additional terms after a one-year leave from the Board.

Election:

The Board of Directors shall elect the successor Board members in the last quarter of the year. Newly elected Board members shall take office on the following January 1. From time to time the Board of Directors may vote to seat a new board member at any time during the year.

Newly elected Board members shall attend new Board member orientation and the 2-day Board meeting held in conjunction with the National IFYE Conference and shall observe Board meetings in the months prior to taking office. New Board members will not have voting privileges until January 1st.

Duties & Responsibilities:

The full engagement and contribution of all Board members is imperative to capture the value of the Board's diverse backgrounds and skill sets. Board members are expected to:

- 1) Attend all meetings and conferences, including:
 - a) The annual National IFYE Conference.
 - b) A two-day Board meeting typically held in conjunction with the National IFYE Conference for the purpose of Board re-organization and planning for the following year. This may be done in person or virtually.
 - c) Other Board retreats as called by the Board President, generally not to exceed once a year. (Note: Board member travel to meetings may be reimbursable if approved by the Board.)
 - d) Board conference call or video conference meetings which are held approximately monthly on the third Sunday of the month at a time established by the President. A vote by the Board may change the meeting dates.
 - e) Conference committee calls and meetings which are held at varying times and intervals depending upon the committee and time of the year. Committee members (both Board and non-Board members) are expected to actively participate.
- 2) Participate actively in the discussions and decisions of the Board.
- 3) Serve on one or more Board Committees.
- 4) Agree to participate without financial compensation.
- 5) Avoid conflicts of interest with matters of interest to the Association.
- 6) Agree to make a recurring financial contribution to the Association or a one-

time contribution near the beginning of each fiscal year. (August 2016 BOD action) They may also give during the Annual Giving Campaign.

- 7) Agree to strictly comply with Board policies on Conflicts of Interest, Ethics and Misconduct, Confidentiality and Non-discrimination.
- 8) Participate in regional and state leadership and activities as requested/needed.
- 9) Regularly monitor email and voice mails and respond as needed.