

IFYE Association of USA, Inc.
Board of Directors
Job Description/Duties/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 three 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 6 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 April/May. Newly elected Board members shall take office on the following January 1.

Newly elected Board members shall attend new Board member orientation and the two (2) day Board meeting held in conjunction with the National IFYE Conference and shall observe Board meetings in the months prior to taking office.

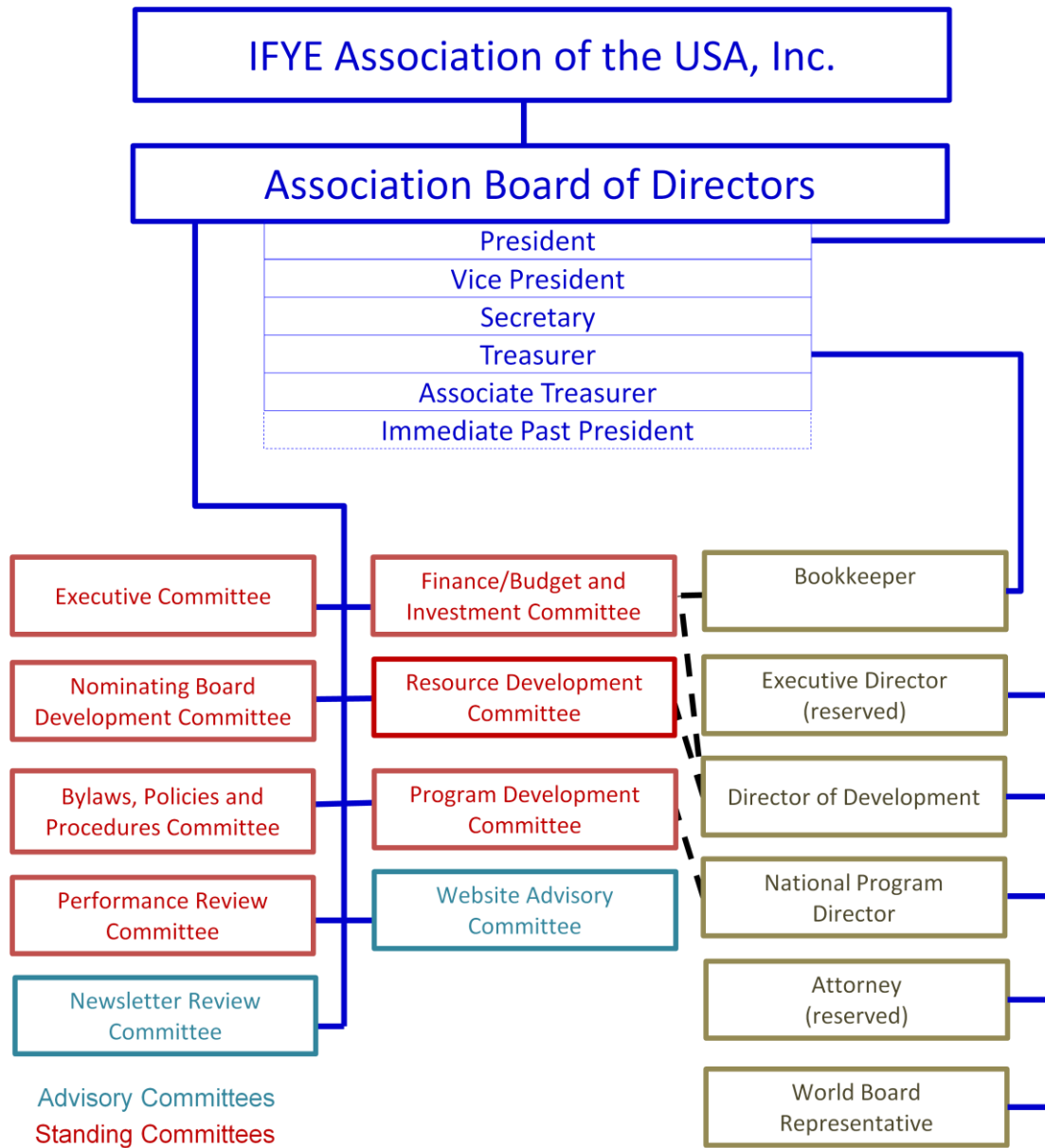
Duties & Responsibilities:

The full engagement and contribution of all Board members is imperative in order to capture the value of the board's diverse backgrounds and skillsets. 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
 - c. Annual Board meeting held in the 4Q either in person or via conference call for Board re-organization and planning for next year
 - d. Other Board retreats as called by the Board President, generally not to exceed once a year (*Note that Board member travel to meetings may be reimbursable if approved by the Board*)
 - e. Board conference call meetings which are held approximately monthly on the second Sunday of the month at 8pm Eastern Time
 - f. Conference committee calls and meetings which are held at varying times and intervals depending upon the committee and time of the year
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 strictly comply with Board policies on Conflicts of Interest, Ethics and Misconduct, Confidentiality and Non-discrimination
7. Participate in regional and state leadership and activities as requested/needed
8. Regularly monitor email and voice mails and respond as needed.

IFYE Association of the USA, Inc.

Organization Chart



Board Operations Calendar

Regular Board Activity	Approximate Date
Fiscal year	January 1 – December 31
New Board members take office	January 1
Begin recruiting new Board members	February
Conduct strategic planning (review organizational goals and resources needed to reach goals)	March or as needed for presentation at National IFYE Conference
Elect new Board members	April-May
Review and update Board policies and personnel policies	April-June On-going as needed
In-person Board Meeting (typically 2 day Board meeting in conjunction with National or World IFYE Conference; new Board member orientation/training)	June-July-August
National IFYE Conference Annual meeting with IFYE Association members	June-July-August
Establish Executive Director's goals for next year (as produced from strategic planning)	July-August-September or as specified by contract
Develop fundraising plan	Under Development
Conduct Annual Board Meeting as defined in the Bylaws (re-organize, elect officers, form new committees based on goals from strategic plan; develop work plans; update Board operations calendar; review planning status, etc.)	October-November-December
Conduct fundraising plan	Under Development
Evaluate Executive Director	November-December or as specified by contract