



## board of directors guide of expectations

*last update: 2021*

It is assumed that Board Members understand and are willing to meet these requirements. For information on the requirements of committee service, contact AAF Black Hills.

([info@aafblackhills.org](mailto:info@aafblackhills.org))

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### **JOB SUMMARY**

The Board of Directors consists of 3-13 active members of AAF Black Hills. All directors share responsibility for the programs, events, and fiscal integrity of the club. The directors provide planning and guidance for the Advertising Federation chapter and maintain its policies, assist in securing the financial resources required to sustain the organization, foster educational programs, and work to effectively market the organization to increase membership. Selection of the Board of Directors is presented to current membership in May via vote.

### **RESPONSIBILITIES**

- Participate in establishing the policies and goals that will guide the future of AAF Black Hills
- Approve new membership applications, appointments, meeting minutes, monthly financial reports, annual budget, and any expenditure over \$200
- Address grievances and discipline members in cases of prejudicial or disruptive conduct.
- Approve a nominating committee and election slate; fill vacancies on the Board of Directors by appropriate vote
- Review Federation Bylaws, amendments, and make all decisions related to club policies, image, goals, and finances
- Actively participate in any fundraising campaigns to secure support for AAF Black Hills
- Actively work toward the goals of membership recruitment and retention
- Actively contribute to the success of AAF Black Hills programs and projects by providing input, encouraging attendance, assisting in sponsorship efforts, and attending programs and events.

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## **RESPONSIBILITIES CONT'D**

- Attendance at 75% of the monthly meetings of the Board of Directors. If unable to attend a Board meeting, provide a written notice to the Executive Director or President.  
*By majority vote, the Board of Directors are empowered to remove a director who has missed three (3) Board meetings without a legitimate reason or who has demonstrated non-performance of duties as outlined in the Federation By-Laws. In the event of death, resignation, or removal of any director, the Board of Directors shall elect a successor who shall take office immediately and serve until the next annual election.*
- Chair a committee, or actively serve on a minimum two committees

## **TIME REQUIRED**

- Serve on the Board of Directors for a term of two (2) years.  
*Terms start in June and commence in May*
- Attend monthly Board of Directors meetings (1 hour) and strategic meetings as necessary
- Attend other committee meetings and fulfill committee duties as required
- Attend AAF Black Hills events and programs on a regular basis
- Must be an active member in good standing