

BOARD OF GOVERNORS JOB DESCRIPTION

The AILA Board of Governors is comprised of 5 segments: the elected National Officers, 21 elected at-large Directors who serve staggered 3-year terms, the Chairs of each AILA chapter, a representative of the New Members Division appointed by the President, and all Past Presidents who meet the meeting attendance requirement and wish to remain on the Board.

Duties of the Board of Governors (Section 3, Article IV of AILA bylaws)

- Determine the policies of the Association and carry on all the business thereof
- Serves as the appellate body to hear charges brought against chapter members
- Supervise the election of officers and directors; fill officer, director vacancies
- Act as an advocate for the Association and its Mission

Responsibilities of all Members of the Board of Governors

- Regularly attend Board Meetings
- Review meeting materials in advance of all meetings and prepare for meetings as appropriate
- Comply with the Association's conflict-of-interest policy and disclosure requirements
- Review and approve Annual Plan and Budget
- Represent the members of AILA including:
 - Being aware of membership concerns
 - Suggesting items for Board discussion
 - Soliciting Member concerns when feasible/appropriate
- Understand the issues facing AILA by:
 - Becoming and remaining informed about changes in law and policy that affect the Association's mission
- Provide financial oversight including:
 - Responsible management of assets
- Construe the Bylaws and Association policies
- Mentor new Board Members
- Set program and association goals and monitor progress
- Provide leadership by example and explanation including:
 - Serving on National Committees, if asked
 - Serving on Task Forces and BOG Sub-Committees, if asked
 - Serving as Mentors in their area of expertise
 - Sharing knowledge with members through education and outreach
 - Voting according to one's individual conviction
 - Challenging the judgment of others when necessary
 - Be willing to support the decision of the board and work with fellow board members in a spirit of cooperation

- Devote time to learn how the Association functions — its uniqueness, strengths, needs, and its place in the industry — and share that knowledge
- Maintain the confidential nature of any closed board deliberation and avoid acting as spokesperson for the entire Board unless specifically authorized to do so
- Understand the role of the Board as a policy-making body
- Refrain from actions and involvement that might prove embarrassing to the Association
- Make judgments on the basis of what is best for the Association as a whole
- Serve on Board communications teams as assigned
- Maintain good standing as a member of AILA and a member of their respective chapter as required