

**Job Description – Revised 4.2011**

**DESCRIPTION FOR BOARD MEMBERS**

**Functions of the Board**

- Formulates policies relating to programs and services, membership, and personnel.
- Exercises overall financial management, including adoption of an annual budget, setting the dues structure, determining non-dues income policies, and establishing audit procedures.
- Engages in long range planning and evaluation of the association's programs.
- Advises and consents on appointment of Section, Committee, Group, and Task Force chairs and liaisons.

**Responsibilities of Each Director of the Board**

- Acts as a fiduciary in exercising the powers granted to Board members for the benefit of NALP.
- Attends all Board meetings and is available for telephone or email conferences when necessary.
- Communicates with the Regional Representatives, Chairs of Sections, Committees, Groups and Task Forces, as assigned, to monitor activities, provides information and reports to the Board as appropriate.
- Represents members in the various NALP regions, as assigned by the President, by communicating with members through phone conferences, email, meetings, etc.
- Participates in the business meetings at the Regional Meetings during the Annual Education conference during the terms of office (April 18-21, 2012 and April 24-27, 2013) and assists the Conference Planning Committee as requested by the President.
- Assumes responsibilities for specific projects as requested by the President, such as serving on Board committees (such as Audit Committee, Investment Oversight Committee), serving as liaisons to other organizations, representing the association at meetings, or preparing issue reports and statements.

**Time Commitment — Directors**

- In addition to the time required to complete the tasks described above:
- Attends all meetings of the Board of Directors during her/his term of office (Board meetings are generally held in May, July, November, February and immediately prior to the Annual Education Conference).
- Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office.
- Travel nights (nights away on NALP business): Approximately 20-22 required nights each year. Additional optional nights as requested.