

Your Job.....Now That You Have Accepted

Roles and Responsibilities

- Executive Officer/Association Executive is responsible for directing day-to-day management of operations and staff
- Board Members – Volunteer Leadership
 - Governance according to approves documents
 - Listen to members
 - Attend events
 - Promote the association
 - Identify new volunteers for committees and leadership roles

Fiduciary Responsibility - is placed on an individual or association holding assets for another party, with legal authority and duty to make decisions on behalf of other parties (members).

- **Duty of Obedience** – Officers and board members are prohibited to act outside the scope of corporate power and must comply with state and federal laws and conform to the organizations governing document
 - Follow Board Bylaws
 - Adhere to Policies & Procedures
 - Professional Standards
 - Must implement Board decisions as one voice
- **Duty of Loyalty** – dictates that officers and board members must act in good faith and not allow their personal interests prevail over the interests of the Association
 - Avoid conflict of interest—if you have one, disclose it
 - Recuse yourself from deliberation/voting to avoid any appearance of impropriety
 - Confidentiality – board actions are public but deliberations and votes area confidential
 - Don't try to influence others for personal gain
 - If a proposal is passed by the Board, directors should support the proposal
- **Duty of Care** – requires officers and directors to be diligent and prudent in managing the organizations affairs. Board members should actively work with other directors to advance the Association
 - Act honestly and in good faith
 - Attend and pay attention in all meetings
 - Be informed
 - Read all materials before the meeting so you can discuss
 - Ask questions - exercise Due Diligence
 - Respond and follow through
- **Duty of Accounting:**
Financial Responsibility: the money of the Association belongs to the members
 - Protect Associations resources and read, understand and approve financial statements
 - Approve and follow the budget