 **Board of Directors Roles & Responsibilities Policy**

**(Elected positions serve three year terms)**

As defined by the Bylaws: Article IV (Directors): Section 4.01: **Powers & Qualifications:** The policies of the Corporation shall be determined, and its affairs shall be managed, by its Board of Directors. The directors shall act only as a Board of Directors, or as a committee thereof; individual directors shall have no power as such.

Responsibilities include any/all of the following:

* Setting the policy and direction of organization
* Help plan and implement at least one event a year (breakfasts, lunches, happy hours, Symposium)
* Ensure financial stability
* Committee participation
* Actively recruit new members and retain current members
* Actively recruit members to participate on committees and/or plan events
* Being a WASRG “ambassador” at all times
  + Raise brand awareness at home amongst friends and colleagues and on the road to relevant parties (i.e., people that live in DC or travel to DC often)
  + Work with policy-related groups or individuals to build a relationship with WASRG or have them speak at events
* Actively promote WASRG on social media

Time Commitment:

* Attend at least 3 out of the 4 three-hour Board meetings a year (At least 2 in-person; 1 by phone only if absolutely necessary)
* Attend at least half (~6) of the approximately 12 events a year including WASRG Symposium and WASRG Networking Reception during NCSL

Financial Commitment:

* Have a thorough understanding of WASRG’s fiscal standing and responsibilities
* Recruit at least two new members (individual or organization) and one new (non-vendor) sponsor at any level
* Keep membership active and pay all invoices on time
* Do not sign contracts or execute any agreements on behalf of WASRG without approval from association management firm and the President

Last updated: October 30, 2017