BOARD OF DIRECTORS JOB DESCRIPTION

Title: Director, ACEC/MA Board of Directors – all members of the Board, including officers

Reports to: President

Purpose: To serve the board as a voting member; to develop plans, policies, procedures and practices for the operation of ACEC/MA; to monitor finances of the organization, its programs and performance.

Term: Three years

Expected Meeting Attendance:
- Regularly attend Board of Directors meetings as scheduled (about 12/year)
- Attend most general membership Programs
- Participate in Engineers & Land Surveyors Day at the State House
- Attend board & committee chairs planning session(s)
- Attend and participate in special events and fundraisers as needed

Obligations of the Board:
- Establish policy for the organization
- Monitor finances for attainment of ACEC/MA goals
- Maintain and update Strategic Plan
- Represent the broad interests of the ACEC/MA membership
- Serve as liaison to at least one committee and/or as a Group Director for a group of committees

Duties for Board members:
- Support ACEC/MA activities
- Recruit new members and invite existing members to participate
- Make three retention calls each month and report to the BOD
- Be responsive to requests for information, participation or assistance from ACEC/MA.
- Support the National Political Action Committee
  - Executive Committee Members: $250/calendar year
  - Other Board Members: $200/calendar year
- Support local political fundraisers organized or promoted by ACEC/MA with personal contributions.
- Be an advocate and a spokesperson for ACEC and the Industry
- Visit your state representative and state senator at least once a year
- Participate in at least one membership roundtable for current and potential members annually