



## 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