

CNGA Board of Directors

Board Member Position Description

Revised September 27, 2018

Overview: The CNGA Board of Directors comprises trustees who act on behalf of the organization's constituents, including members, funders, the government, and taxpayers. The Board of Directors has the principal responsibility for fulfillment of CNGA's mission and the legal accountability for its operations. As a group, the CNGA Board is in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent Administrative Director, and providing adequate supervision and support to that individual to ensure the financial solvency of the organization and optimal representation of CNGA to the community.

Board members are volunteers elected by the CNGA membership and have no individual authority separate from the Board. Board members have a duty of loyalty to CNGA, its staff, other Board members, and the general membership. Practicing discretion and accepting decisions made on a majority basis will promote board unity, confidence, and effectiveness.

CNGA Board members accomplish their functions through regular meetings and by establishing a Committee structure. Attending board meetings is vital to the functioning of CNGA. Board members arrive at meetings prepared and ready to engage in thoughtful dialogue and the group decision-making process, which generates and utilizes the best thinking of the Board's members. Board members serve on at least one committee that works throughout the year, mostly communicating through email and occasional conference calls. This requires approximately 8-12 hours of effort per quarter above and beyond attending Board meetings or workshops.

The CNGA Bylaws state that an elected Director at Large will serve a 2-year term; an elected officer will serve a 1-year term. The Board comprises 15 Directors, 4 of whom are Officers (President, Vice-President, Secretary, Treasurer). There is no limit to the number of terms a person can serve.

The Board is open to self-evaluation and regularly reviews its composition to ensure constituent representation, Board expertise, and commitment. The Board also is responsible for evaluating the performance and determining compensation for the Administrative Director.

Eligibility: Any CNGA member in good standing is eligible for board service.

Duties and Responsibilities:

- Regularly attends CNGA Board and Committee meetings, participates in conference calls, and responds to email business.
- Serve on at least one committee related to the working issues of the Association.
- Participate in and makes a serious commitment to participate actively in Committee work.
- Volunteers for and willingly accepts and completes assignments.
- Stays informed about Committee matters, prepares him/herself well for meetings, and reviews and comments on minutes and reports.
- Gets to know other Board and Committee members and builds a collegial working relationship that contributes to consensus. ^[1]_[SEP]
- Is an active participant in the Board's annual evaluation and planning efforts.
- Participates in fundraising for CNGA.