

Central Florida Chapter Associated Builders and Contractors, Inc. Board Member Job Description

TITLE:	Central Florida ABC Board of Directors
REPORTS TO:	Board Chairperson
PURPOSE:	To serve the Board as a voting member; to review and modify policies, procedures and regulations for the operation of the Central Florida Chapter ABC; to monitor finances of the organization, its programs and performance.
TERM:	Varies
EXPECTED MEETING ATTENDANCE:	<ul style="list-style-type: none">• Make a full effort to attend and participate in all board meetings. Notify the chapter office if unable to attend. Chapter By-Laws stipulate that after three unexcused absences the Board member may be removed from the board.• Attend standing committee meetings if a member• Participate as an ad hoc committee member if appointed• Attend annual planning conference and other board development activities• Attend and participate in special events as needed
OBLIGATIONS OF THE BOARD:	<ul style="list-style-type: none">• Establish policy and modify as necessary• Hire/fire/supervise and evaluate the President & CEO• Fidiciary responsibility to the membership• Maintain and update long-range plans
SPECIFIC DUTIES:	<ul style="list-style-type: none">• Be knowledgeable of chapter by-laws, budget, goals, policies and related documents which govern the way the chapter operates.• Board members are expected to lead by example. Therefore, all board members are expected to actively retain existing membership and recruit new members each year. Additionally, all board members are expected to contribute to PAC.• Be well-informed on issues and agenda items in advance of meetings

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- As an elected representative of the board, it is your responsibility to determine what members need and want and to bring these needs to the attention of the full board.
- During board meetings, stick to the agenda topics. If you want to discuss a new topic, ask the Chair or the President to have it placed on the agenda or wait until the end of the board meeting under the agenda heading "New Business."
- Board members are expected to be objective and avoid non-constructive criticism. Cooperate with and show respect to other board members.
- Financially support the organization, such as sponsorships.
- Provide leadership roles in all board activities, including fund raising
- Represent the organization to the public and to private industry
- Educate yourself about the needs of the people served
- Mentor new board members
- Abide by ABC's Antitrust policy