



## Board of Directors Job Description and Responsibilities

*Each elected board member serves for a two-year term. Every board member is legally, fiscally and ethically responsible for all activities of the organization. The board determines how RCA will carry out its mission through long and short-range planning, adopts an annual budget, provides fiscal oversight and establishes policies for the effective management of the organization.*

### Responsibilities and requirements

- \* Understand RCA's history, mission, bylaws and constitution.
- \* Be well versed in RCA's programs, policies and operations.
- \* Attend and participate in two (2) physical board meetings per year, which are one day meetings held in U.S. cities in June and November and attend four to five (4-5) teleconference meetings per year. A board member who misses more than two scheduled in-person or teleconference board meetings in 18 months or less can face removal from the board. Allowances are made for major conflicts or personal emergencies at the discretion of the Executive Committee.
- \* Financially support the RCA board by booking and paying for at least one night in the RCA room block for in person board meetings and the annual awards banquet if in attendance at those events.
- \* Actively serve on at least one committee and offer to take on special assignments to assist other committees or the board at large.
- \* Participate in email discussions in a timely and productive manner.
- \* Thoroughly review agenda and supporting documents prior to in person and teleconference meetings.
- \* Participate in fund raising activities and special events by identifying or recruiting sponsors and donors.
- \* Keep membership dues current.
- \* Adhere strictly to conflict of interest and confidentiality policies.
- \* Contribute in other ways by submitting articles, actively participating at the RCA booth during a trade show, submitting candidates for awards and Fellow recognition and promoting RCA to other organizations.
- \* Agree to tender your resignation should you be unable to perform your duties as a board member so that another individual can take on those responsibilities.
- \* Conduct oneself professionally, consistently representing RCA in an ethical and supportive fashion.

### Financial commitment

Board members are responsible for their own expenses for in person board meetings including the costs for a hotel reservation for one to two nights, meals outside of the board meeting including an optional pre-board meeting and post-board meeting dinner, airfare or other means of transportation, transfers and gratuities.

### Approximate time demands

- \* Attend and actively participate in two (2) physical board meetings and four to five (4-5) pre-scheduled teleconference board meetings. In person board meetings last eight (8) hours, not including time to travel to and from the destination, and teleconference board meetings are at least one (1) hour each.
- \* Participate in email discussions for approximately 30 minutes per month.
- \* Committee work is one to three (1-3) hours per month depending on the committee's duties.
- \* Volunteer at the RCA booth or otherwise assist during trade shows and networking events including IWCE, APCO, Dayton Hamvention and others. Generally, a shift is two to three (2-3) hours.
- \* Attend RCA breakfasts, cocktail receptions, annual awards banquet and other networking events. These events are one to three (1-3) hours.