

# **AFSA Board Member Responsibilities**

(GB Approved draft April 1, 2015 )

Determine AFSA's Mission. Be informed of By-Laws, policies, and programs. Work collegially and respectfully with the rest of the Governing Board to approve and oversee AFSA's Mission and Policies.

Select the Executive Director and approve the position description. Evaluate annually the performance of the Executive Director through the Executive Committee. Ensure for adequate succession planning.

Provide moral and professional support, and be available as resources, to the Executive Director. Support and assist other staff as appropriate. Be attentive to legal requirements requiring Equal Employment Opportunity. Treat all staff with dignity and respect.

Prepare for, attend, and participate actively in Board and Committee meetings. Serve on Committees and undertake special assignments willingly and enthusiastically when asked. Serve on at least one Committee. Ask timely and substantive questions at Board and Committee meetings consistent with conscience and conviction, while supporting the majority decision on issues decided by the Board. Maintain confidentiality of the Board's executive actions and comply with the association's media policy.

Ensure adequate financial resources. Generate, approve and monitor budget implementation in line with organization's mission and priorities. Fulfill fiduciary duty. Approve major actions such as capital expenditures on all projects over authorized limits or mid-year budget adjustments.

Build a competent Board and plan for Board continuity and transition.

Ensure legal and ethical integrity. In cases of questions regarding the ethical aspects of a proposed course of action, seek the advice of the AFSA General Counsel. Be prepared to recuse oneself from Board deliberations in the case of a conflict of interest. Be familiar with and follow conflict-of-interest policies. Within 30 days of assuming office, sign and submit a Conflict of Interest Report.

Be an avid proponent of AFSA and the Foreign Service. Generate ideas for, attend, and participate in AFSA programs whenever possible.