



BOARD MEMBER POSITION: Board Member-At-Large

BOARD MEMBER RESPONSIBILITIES

- Attend all board meetings (once a month) and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignment.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up to date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

MEMBER-AT-LARGE RESPONSIBILITIES

- Read and become familiar with **all** the organization's policies and procedures
- Seek out opportunities to assist and support current Board Members and have a positive impact on the workload of other board members
- Serves as a liaison between the CSA Board and the broader CSA community
- Actively pursue a board position and/or participate on board committees
- Shadow and engage with board members currently in position the Member-At-Large may have interest in holding
- Apply for and be accepted into a named position or role in a timely manner (approximately 6 months)
- While maintaining "at-large" status the board member will not hold any voting rights

PERSONAL CHARACTERISTICS TO CONSIDER

- Ability to: utilize Microsoft Office applications, listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility, and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community and self-evaluate.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values