

Compton High School Alumni Association

Responsibilities of Board Members

1. Attend all board and committee meetings and functions, such as special events.
 - a. The full board's regular meetings occur four times per year (the first Saturdays of March, June, September, and December). Be accessible for personal contact in between these regularly scheduled meetings.
 - i. This includes participation on conference calls and e-mail discussions. Electronic communication is critical to the organization's operation. Board members are expected to regularly read Board email messages and respond in a timely manner as appropriate (i.e., email "voting," etc.)
 - ii. From time to time the Board also meets via conference call. Members are expected to call in and participate in these "meetings" just like the in-person meetings. They are considered legal meetings of the board.
 - b. It is recognized and understood that serving as a director is a **volunteer** position; however, your participation is critical to this organization. Therefore, if you have extenuating circumstances that would prohibit your participation in a scheduled meeting, notify the Board President or Secretary. More than two unexcused absences from board meetings in a year is cause for removal (CHSAA Bylaws Article 3, Section 17, 4th paragraph).
2. Make a serious commitment to serve on committees or task forces and offer to take on special assignments and complete them thoroughly and on time. Each board member is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time.
3. Make a personal financial contribution to the organization in the amount of \$100 per year payable at each annual meeting, or not more than 60 days thereafter. Failure to do so is cause for removal.
4. Participate in fund raising for the organization.
5. Be informed about the organization's mission, services, policies, and programs.
6. Review agenda and supporting materials prior to board and committee meetings, preparing decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
7. Conduct yourself in a professional manner. Board members are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.
8. Get to know other committee members and build a collegial working relationship that contributes to consensus.
9. Follow conflict of interest (Article 9 of Bylaws) and confidentiality policies.
10. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.