

PSPA Job Description for Directors At Large

General Responsibilities

A Director At Large shall:

- Be elected by the membership as a voting member of the Board of Directors
- Be a PSPA / AAPA member in good standing
- Be familiar with and adhere to the duties of the Board of Directors as a whole

Board Responsibilities

A Director At Large shall:

- Review all information presented for discussion at the Board of Directors meeting prior to the meeting and come adequately prepared to discuss those items

As a group, the Board of Directors shall:

- Fill vacancies in the positions of the Board between elections of the Society
- Impose such charges, dues, and assessments as deemed advisable for furthering the Society's objectives
- Determine who is authorized to sign bills, receipts, endorsements, checks, releases, contracts, and documents on the Society's behalf
- Approve actions and expenditures while always securing the fiscal solvency for the Society
- Hire, oversee, and remove when necessary all employees and /or those providing professional services for the Society
- Be certain that the organization is fulfilling all aspects of its not-for-profit status and tax-exempt status
- Monitor the activities of the Board of Directors to ensure it does not overstep its authority
- Approve resolutions to the AAPA House of Delegates on behalf of the Society
- Determine and notify the delegates to the AAPA House of Delegates as to the official position of the Society
- Be familiar with the Bylaws, Policies, and Procedures of the Society
- Be certain that policies are clearly identified and are enforced by the Board as a whole rather than a small group of individuals
- Be familiar with the minutes of the Board of Directors meetings
- Be familiar with the publications of the Society
- Be familiar with the budget and financial situation of the Society
- Monitor the community and professional image of the Society
- Avoid the substance or appearance of conflicts of interest

Committee Responsibilities

A Director At Large shall:

- Act as a Board Advisor to those committees assigned by the President
- Be familiar with the minutes of the committees for which he or she acts as Board Advisor
- Oversee that each committee under his or her supervision meets the goals as outlined in the Society's Action Plan
- Encourage all committees under his or her supervision to submit a report two weeks prior to each Board of Directors meeting

Attendance Responsibilities

A Director At large shall:

- Miss no more than one Board of Directors meeting per year
- Attend meetings of those committees for which he or she acts as a Board Advisor
- Attend any strategic planning sessions of the Society

This position requires approximately 10-15 hours per month to fulfill its duties