

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 polices 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 and assist chair in development of action plan sections every 2 years.
- Encourage all committees under his or her supervision to submit a report two weeks prior to each Board of Directors meeting, to write articles for newsletter on a regular basis, and to submit proposal to board as needed
- Be available to chairs for consultation between scheduled contact sessions.
- Assist with budget submission for committee for annual budget.

- Supervise committee spending and approve with signature and date reimbursement form as required.
- Encourage chairs to have an active co-chair and adequate committee members.
- Encourage BOD meeting participation of committee chair in person or virtually.
- Verify committee policies are being followed
- Work with chair to edit committee policies as needed.
- Communicate summaries of committee meetings, conference calls and activities to other board members on a timely basis

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.

A 2-month notice of resignation is requested of the officer. The resigning officer should submit all files and copies of the correspondence regarding the officer's activities to the new officer or to the Board Administrator.

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

Reviewed/Revised 4/5/08; 7/25/15; 7/23/16; 11/1/22; 4/15/23.