



Board of Director Duties & Responsibilities

The ACUARP Board of Directors currently consists of seven members, all of whom must be members in good standing with ACUARP. Regular terms of office are for periods of three-years unless a Director is elected to serve out an unexpired term or is appointed by the Board to fill a vacant Director position until the next annual meeting. The terms are staggered such that each year some Directors' seats are presented to the membership for election.

Annually, the ACUARP encourages any individuals interested in serving to submit an application. Many individuals volunteer with the association in varying capacities (Chapter Coordinator, Region Director, Committee member) prior to submitting their name for consideration on the Board. In addition, the Board chair can appoint individuals to serve as Associate Board Members to get exposure to the responsibilities expected of an ACUARP Board Member. Because of the significant responsibilities of a Director and the learning curve involved in becoming effective in this position, most Directors serve for multiple terms. There is a great benefit, both in having seasoned Directors and in having new members bring fresh skill sets and ideas to the Board. If they have represented the membership well and performed their duties at or above an acceptable standard, incumbent Directors are typically elected by the membership for additional terms.

BOARD OF DIRECTOR POSITION DESCRIPTION

OVERALL RESPONSIBILITIES:

The ACUARP Board of Directors sets the overall direction, strategy, and policies for ACUARP with the interest of the member and membership at the forefront. It is their responsibility to ensure that the ACUARP is led and managed well, serves the members to the maximum extent possible, while protecting the safety and soundness of the organization and assures compliance with legal requirements. Monitors and evaluates the management firm in achieving the goals and objectives outlined for ACUARP.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Jointly with Other Board Members

- Develop, in conjunction with the management firm, the vision, strategy, and short-range as well as long-range planning objectives that meet the needs of members, reflect organization philosophy, and assure sound operation.
- Approve and monitor plans and budgets to support planning objectives.
- Monitor financial condition and ensure sound operation.
- Authorize and ensure adequate reserves in conjunction with appropriate asset/liability management.
- Set policy guidelines for fees and services provided to membership and vendor partners.
- Ensure implementation and compliance with applicable bylaws and policies, as well as state and federal laws.

- Ensure effective risk recognition and control in all areas, including insurance, bonding, and contingency planning.
- Ensure establishment and implementation of internal controls, sound business practices, and security to protect the ACUARP.
- Authorize contract negotiation and investing.
- Ensure adequate ongoing education for volunteers and staff.
- Report to the membership at annual and special membership meetings.

As an individual Board Member

- Attend monthly Board and committee meetings, annual and special membership meetings, and periodic planning and strategy meetings.
- Read and evaluate monthly financial reports and other Board materials before meetings.
- Provide input and participate in decisions of the Board.
- Represent the association in the community.
- Represent and promote ACUARP and its services to its members and potential members.

KNOWLEDGE/ABILITIES TO SERVE AS A DIRECTOR:

- Ability to think and plan strategically.
- Ability to read and interpret business and financial statements and analyses.
- Adequate understanding of laws and regulations governing ACUARP.
- Ability to work and communicate effectively as part of a team.

PREREQUISITES:

Must be a member in good standing with ACUARP, be 18 years of age or older, have the knowledge and abilities described above at the time of election, or agree to obtain such knowledge within six-months of being elected. Qualified individual must fully discharge the responsibilities of the position and be willing to contribute the time and personal commitment to devote to the duties of the position. While not required, potential Board members are encouraged to volunteer in various roles with ACUARP prior to making application for the Board. These volunteer opportunities such as State Chapter Coordinator, Social/Media Committee member, Regional Director, etc. provide exposure to the grassroots efforts of ACUARP and help build a good foundation for ACUARP service.

TIME COMMITMENT:

Estimated three to four hours per month on a regular month*, depending upon committee assignments, positions held on the Board, and tenure as follows:

- One to two hours per month to prepare for and attend monthly board meetings.
- Attendance at the Annual Meeting, Annual conference, and the Annual Strategic Planning Session.
- Additional time to serve as Board Officers and/or Committee Chairs, if applicable.

**The Annual Strategic Planning Session is a multiple day event and requires more investment of time than regular months.*