

RESPONSIBILITIES OF YBAA BOARD MEMBERSHIP

Eligible YBAA members have the opportunity to offer their talents, time and expertise to support the work of the Association as an elected volunteer leader serving on the Board of Directors.

Board members are elected by the voting membership via mail ballot prior to each Annual Meeting of the Association. The Nominating Committee and Board review eligible nominees and a ballot, listing the recommended slate of candidates, is then mailed to all eligible voting members. Requests for nominations are sent to all members annually. Members interested in being considered for election must submit the completed YBAA Nomination Form to the Association office by a specified date.

YBAA Board members serve terms of three years. During their term of office each Board member serves as a committee chair or co-chair, and is responsible for the timely operations of the assigned committee and for accomplishing the annual committee Action Items, as defined by the Board. The Board and committee goals and objectives are defined within the Association's Strategic Plan, which is updated every three years.

Board members commit to attending the annual Board meeting, held in February, and to manage the work of their assigned committee. As a member of the YBAA Board, members agree to follow all established Association policies and procedures and to act in the best interests of the total Association. The YBAA Board of Directors serves as the Association's governance body; as such, Board members do not serve constituencies, but act on behalf of the entire membership to set policy and direction. YBAA's professional staff works in support of the Board and the committees, managing the day-to-day operations of the Association, in keeping with the established policies and procedures.

Board members agree, in writing, to support the following commitments:

1. Understand and ensure that YBAA reaches its mission and vision
2. Understand the values of YBAA and use them in decision making
3. Attend all regular and special board meetings and actively participate in proceedings
4. Serve on at least one committee. Attend all regular committee meetings and actively participate in the proceedings
5. Be accessible, at least by phone or e-mail, to staff and other board members as needed
6. Participate in board member orientation programs
7. Support YBAA by maintaining my company's annual membership and by attending and/or participating in as many organization events and programs as possible
8. Share resources and talents with the organization, including expertise, contacts and industry knowledge
9. Serve as an advocate for the organization within their personal, business, and civic circles of influence
10. Fulfill commitments within agreed-upon deadlines
11. Maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, and/or organizations
12. Maintain the confidentiality of the private information of the organization, staff, clients, and other board members
13. Understand and approve global YBAA policies
14. Be fiscally responsible for the organization by being familiar with, approving and supporting YBAA's operating budget
15. Communicate effectively and respect the diverse opinions of others
16. Agree that, in the event that one can no longer fulfill their duties and responsibilities as a YBAA board member, they will immediately notify the board chair and make arrangements to transfer any outstanding responsibilities to other members of the board