



Board of Directors Member JOB DESCRIPTION

The mission of CETPA is *to lead, develop, and support educational technologists and organizations to foster student success.*

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to fulfill its fiduciary duties, the board will:

- Determine the vision, mission, and goals of CETPA
- Be responsible to staff and the organization's needs.
- Select and evaluate the performance of the Executive Director
- Ensure strong fiduciary oversight and financial management through strategic and organizational planning
- Approve and monitor CETPA's programs and services
- Enhance CETPA's overall public image
- Assess its own performance as the governing body of CETPA

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Know the organization's vision, mission, goals, policies, and programs
- Engage in meaningful dialogue and demonstrate support for mutual decisions
- Faithfully read and understand CETPA's financial statements
- Leverage connections, networks, and resources to develop collective action to fully achieve CETPA's mission
- Participate fully in one or more committees
- Prepare for, attend, and conscientiously participate in board meetings
- Prepare for, attend, and conscientiously participate in conferences, and other events
- Serve as advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CETPA to advance its mission

BOARD MEMBERS ARE ALSO EXPECTED TO:

- Follow CETPA's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflict during meetings
- Maintain confidentiality about all internal matters of CETPA.