



FLOODPLAIN MANAGEMENT ASSOCIATION Board Member Key Roles & Responsibilities

The following represents a brief summary of key roles and responsibilities of FMA Board Members.

A. General Responsibilities of all Board Members

All Directors and Officers

- Be informed about the organization's mission, services, policies and programs
- Act in the best interest of the organization, its members and its mission
- Attend all Board of Directors meetings in full, via conference call, teleconference or in person; at least two meetings must be attended in person per year
- Ensure the financial health and sustainability of the organization
- Carefully follow conflict-of-interest, confidentiality and other Board policies
- Perform, and acquire any necessary skills to do so, all duties and responsibilities associated with the position on the Board
- Maintain a positive and collaborative relationship with association staff and contractors
- Serve on committees and task forces as needed and be willing to serve on special assignments
- Actively inform others in the profession about the organization and its mission
- Keep up-to-date on developments in the floodplain management field

Personal characteristics

- Ability to: listen, analyze, think clearly and creatively
- Ability to work well with people individually and in a group
- Willing to: ask questions; take responsibility; follow through on a given assignment; and, open doors in the community for the purpose advancing the Association's mission
- Possess: honesty, sensitivity to and tolerance of differing views; a friendly, responsive and patient approach; community-building skills; personal integrity; and genuine concern for the Association's growth and development

B. Additional responsibilities related to Board positions:

Board Chair

- Oversees board and executive committee meetings
- Guides and facilitates Board discussions and activities
- Works in partnership with the Executive Director to develop the Board meeting agenda and to ensure that board decisions are carried out
- Calls special meetings if necessary
- Chairs the Association's Executive Committee

Board Vice-Chair

- Understand the responsibilities of the board chair and be able to perform these duties in the Chair's absence
- Carry out special assignments as requested by the Board Chair
- Participate as a member of the Association's Executive Committee



FLOODPLAIN MANAGEMENT ASSOCIATION

Board Member Key Roles & Responsibilities

Board Secretary

- Develops and finalizes Board meeting minutes
- Assume responsibilities of the Chair in the absence of the Board Chair and Vice-Chair
- Carry out special assignments as requested by the Board Chair
- Participate as a member of the Association's Executive Committee

Board Treasurer

- Manage the Board's review of and action related to the board's financial responsibilities
- Work with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis
- Present the annual budget to the Board for approval
- Carry out special assignments as requested by the Board Chair
- Participate as a member of the Association's Executive Committee

All Directors

- Represent concerns and be knowledgeable of issues in the region and sector they represent, as applicable
- Carry out special assignments as requested by the Board Chair
- Actively participate on Association committees