



Board Member Duties and Responsibilities

The AATSP thanks you for your interest and participation on the Board of Directors (BOD). If you are considering service or are currently serving, this document is intended to highlight the areas of participation, leadership and levels of engagement. This document is neither exhaustive nor is it a checklist. Instead, it is a guide that will serve as a tool for self-reflection to become a highly effective board member.

Area 1 - Membership

Required	Recommended	Exemplary
Renew annual membership in a timely manner	Encourage others to renew memberships	Lead large-scale recruitment and membership growth

Area 2 - Attendance, Participation, and Representation

Required	Recommended	Exemplary
Attend and participate in all board meetings	Attend and actively participate in all board meetings and contribute new ideas to the work	Attend all board meetings and add highly relevant items to the agenda that further the interest of the organization
Attend and participate in the annual conference adhering to the requirements set by the Executive Director	Support the programs and services of the organization by participating in sessions that represent our priorities	Support the programs and services of the organization by leading sessions that represent our priorities
Represent constituency interests	Present at the annual conference/ organize a panel	Offer input to enhance conference content and format as well as present sessions/lead panels
Participate in committees as needed	Take the initiative to engage in committee work	Lead committees
Participate in the “good work” of the organization through various activities and efforts in K-Higher Education	Represent the spirit of the organization through various activities and efforts in K-Higher Education	Lead the spirit of the organization through various activities and efforts in K-Higher Education (e.g. local, regional Conferences)

Area 3 - Advocacy for the Organization

Required	Recommended	Exemplary
Support AATSP advocacy activities	Participate in new advocacy activities	Lead wide-scale advocacy efforts that result in grass roots movements

Be knowledgeable about external organizations and partners	Help to maintain effective partnerships with external organizations and partners	Assist with building new partnerships with external organizations and strengthen relationships with AATSP's collaborators
Support recruitment efforts for potential/future BOD candidates	Share "Board Member Duties and Responsibilities" with potential candidates	Encourage potential candidates during annual conference and/or through professional networking and various forms of communication
Support and inform incoming BOD members	Participate in mentoring (onboarding) of new BOD members through the transition period	Participate in sustained mentoring of new BOD members as needed

Area 4 - Adherence to Bylaws

Required	Recommended	Exemplary
Adhere to the AATSP bylaws and policies	Communicate about bylaws and policies to others	Suggest and create changes to the bylaws or policies

Area 5 - Communication with Staff and Members

Required	Recommended	Exemplary
Communicate clearly and in a timely manner with members, Executive Director, BOD members, and staff	Communicate in a timely and effective manner with members, Executive Director, BOD members, and staff to address the needs of the organization	Lead regular and effective communication with members, Executive Director, BOD members, and staff that anticipates the needs of the organization

Area 6 - Oversight of Financials

Required	Recommended	Exemplary
Review and ratify the organization's budget	Participate in oversight of the budget to enhance efficiencies and opportunities	Lead the organization to adopt a budget that serves the priorities of the organization while maintaining fiscal responsibility

Area 7 - Platform Development

Required	Recommended	Exemplary
Uphold the mission, vision, and goals of the organization	Add value to the effective implementation of the mission, vision, and goals of the organization	Set visionary priorities for the future of the organization to serve members' needs to add value to membership