

Board of Directors Job Description

The SCDA Board of Directors is a team of committed leaders responsible for governing the organization by monitoring the needs of the membership, determining the direction of the association, establishing policies to ensure the association progresses towards its established direction, and by ensuring adequate resources (financial, human, etc.) are available to implement the association's Strategic Plan. Individual board members are expected to engage in the governance process and may also participate in management functions as volunteers in performing tasks which help the association achieve its goals.

In addition to numerous other functions, the SCDA Board of Directors is responsible for assimilating the membership's input regarding the following areas, and also holds the decision-making authority for them as well:

1. Annual budget and budget amendments
2. SCDA Bylaws
3. Membership categories and dues
4. Policies
5. Executive Director/Management
6. New program or service initiatives
7. Financial institution
8. Annual operating goals
9. Standing Committee Chair appointments
10. At-Large Nominating Committee members
11. SCDA Task Forces as needed
12. Mission statement, Vision statement
13. Strategic Plan
14. General Counsel (attorney) selection
15. Auditor selection
16. Investment manager selection
17. Definition of relationship with strategic alliances and endorsements
18. Establish charges for committees and task forces

All positions on the SCDA Board of Directors require the following:

- Attendance at spring BOD Meeting in conjunction with the Annual Meeting and Annual Business Meeting (expense of travel and hotel paid by BOD member, but food for day of BOD meeting are expense of SCDA).
- Attendance at Fall BOD Meeting (typically over weekend; expense of travel and hotel paid by BOD member, but food for day of BOD meeting are expense of SCDA)
- Attendance on quarterly BOD conference calls
- Participation in Board email discussion
- It is the expectation that all Board of Directors members will keep themselves up-to-date on current policy and professional issues

Additional responsibilities of Board Members include service on or as a liaison to SCDA Committees and the various subsequent responsibilities of those positions.

- Governance Committees that Board Members may serve on include the Executive Committee, Finance Committee and Nominating Committee.
- Board Liaisons to committees should assist their Committee Chair and Staff Liaison to see that the committee performs the duties that it has been assigned. In addition, the Board Liaison listens to the discussion among the committee members so to be able to clarify and amplify the committee's decisions and intent to the Board of Directors.

Term Lengths & Qualifications for Office

Vice-President

- Term: 4 years (*one year as Vice-President, one year as President-Elect, one year as President, one year as Past-President*)
- Qualifications: Must be a Regular member of SCDA and must have served on the Board of Directors within the past four years. Current Board members (with the exception of the current President and Past President) are eligible for consideration for this position.
- No two offices may be held by the same person.

Treasurer

- Term: 3 years
- Qualifications: Must be a Regular member of SCDA and must have served on the Finance Committee within the past three years.
- No two offices may be held by the same person.

Director-At-Large

- Term: 2 years
- Qualifications: Must be a Regular member of SCDA not currently serving as a Council Chair or Vice Chair.
- No two offices may be held by the same person.

Position-Specific Functions

President

As President:

- chair the Executive Committee
- serve as an ex-officio member of each standing and special Committee
- make special assignments and appoint representatives to other organizations
- act as liaison between Board and Executive Director
- act as a liaison with related organizations
- encourage the Board to do long-range planning
- assist Board members to build their Board skills
- act to discipline Board members who violate ethical standards of the Board
- encourage all Board members to participate in Board activities
- ensure that all Board members' views are represented in Board meetings
- serve as primary spokesperson for the Association

As President-Elect

- serve as a member of the Executive and Finance Committees
- chair the Annual Meeting Committee
- work with the President to be prepared to assume that office if necessary
- manage special assignments as requested by the President
- occasional travel on behalf of SCDA

As Vice-President

- serve as a member of the Executive Committee
- work with the President-Elect to prepare to serve in the President-Elect office
- manage special assignments as requested by the President
- make committee Vice Chair recommendations to the Board (Awards, Fellowship, Education) in the event a Vice Chair has not been identified

As Past President

- serve as chair the Nominating Committee
- serves on the Executive committee
- occasional travel on behalf of SCDA

Treasurer

- serve as a member of the Executive Committee
- serve as Chair of the Finance Committee
- presents the budget to the Board and answers any questions prior to approval
- arrange in-service programs for the Board so Board members will be better able to understand the financial reporting process
- ensure that the Board or Executive Director arranges for an annual audit of the SCDA books

Directors-At-Large

Directors At-Large, as Board members, will focus fully on governing and setting the direction for the SCDA. Directors At-Large may serve as liaisons to committees. Directors-At-Large will be chosen for the Board of Directors because of their ability to contribute to the organizational governance process. Director At-Large positions will be staggered so that new Directors At-Large are elected each year.