

National Assembly of State Arts Agencies

KNOWLEDGE ★ REPRESENTATION ★ COMMUNITY

Roles, Responsibilities and Expectations of the Board of Directors, Officers and Committee Members

1. Directors, officers and committee members serve in an individual capacity, with the understanding that they must promote the best interests of all members of the Assembly, and not as representatives of any agency, institution, association or special constituency promoting a special interest.
2. Directors and officers are expected to attend regularly scheduled and special meetings of the board (two two-day meetings per year) and/or Executive Committee (four to six meetings or conference calls per year). Committee members are expected to attend their scheduled committee meetings. It is also expected that members will remain present for the duration of the meeting. The executive committee shall review and address issues related to board participation on a regular basis.
3. Directors and officers are expected to be advocates for NASAA. They should proactively discuss NASAA at their own council and regional meetings, and in other forums.
4. Directors, officers and committee members may be assigned by the president to policy portfolios. This necessitates keeping current on the specific policy issue, and may involve representing NASAA at policy meetings.
5. Directors and officers are expected to report on NASAA at their council meetings and meetings of their regional organizations. They are also expected to maintain regular contact with states within their regions on behalf of NASAA.
6. Directors and officers are expected to attend other NASAA meetings including leadership retreats and the annual conferences.
7. NASAA's travel policies apply to all board and committee travel. Directors, officers and committee members will be reimbursed for all reasonable expenses in connection with board/committee meetings and other authorized meetings **with the exception of expenses for attending board meetings concomitant with the NASAA annual meeting**. It is the responsibility of directors and officers to be fiscally responsible when traveling on NASAA business, and to take advantage of opportunities to contain travel and per diem costs. Those who are able to do so are encouraged to donate travel expenses to NASAA.
8. Directors and officers are expected to support and participate in NASAA's Annual Fund with a gift of at least \$150 and to assist staff with NASAA's fund-raising efforts by making contacts and identifying individuals, corporations and foundations to solicit.

9. NASAA tracks the time all directors and officers contribute to the organization, including time spent on the board; on committees, task forces or advisory groups; preparing for meetings and conference calls; and presenting at NASAA events such as web seminars, leadership retreats or annual conferences. All directors and officers receive a form at the end of the year that details their in-kind service, which must be promptly reviewed, signed and returned to NASAA. These forms enable NASAA to match its operating grant from the National Endowment for the Arts, as well as accurately record the many ways in which people support the organization.

10. Directors, officers and committee members are expected to:
 - alert staff to key issues/trends in the state arts agency and broader arts field;
 - participate actively in every board and/or committee meeting;
 - ask questions;
 - read all materials in preparation for every board and/or committee meeting;
 - respond to requests for input from staff; and
 - be sensitive to NASAA's budget constraints when making travel arrangements.

11. Directors, officers and committee members should hold staff accountable for:
 - being strategic and focused in their communications;
 - sending instructions and materials well in advance of the meetings;
 - being available during the workday and at meetings to answer questions promptly;
 - providing background information, materials, talking points in preparation for assignments; and
 - sending reimbursement checks promptly.