

AFE Association for **FACILITIES** **ENGINEERING®**

Board of Directors 2008

Board Member

AFE board members act as voting members of the board with full authority and responsibility to develop the strategic direction, policies and procedures of the association, monitor the association's financial health and board committees, participate in planning and support AFE's mission, vision and values.

TASKS

- Attend all board meetings and regularly attend chapter and/or committee meetings for which you are a member
- Become knowledgeable about the association
- Attend board meetings prepared and informed about issues on the agenda, i.e. stay informed about committee matters, review board minutes and other materials prior to board meetings
- Contribute to meetings by expressing one's point of view with the best interest of the association in mind
- Consider other points of view, make constructive suggestions, encourage and respect questions, discussions that help the board make decisions that benefit the association
- Actively participate in the board's annual evaluation and strategic planning efforts
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Nominate new board members and serve as a mentor to newly elected board members
- Attend and encourage members to attend Council or Chapter Meetings
- Annually evaluate administrative management/support services
- Attend the meetings and volunteer to help as needed
- Encourage your staff to become involved and actively participate on AFE committees and/or chapters
- Serve as an active ambassador for the association
- Hold each other accountable to comply with AFE's by-laws, policies and job description
- Recruit new members to AFE