

DUTIES OF A BOARD MEMBER

Attend board meeting once a month, by conference call. Usually takes 1-2 hr. depending on agenda.

During the year, you are on call for two months, to answer any questions that HQ can't handle, usually related to court procedure, inquiry from the press, a member matter, etc. (You can always call other board members if you are not sure how to proceed) Very few if any calls.

There are emails during the week regarding projects, requests that come up, breaking news, etc. Once a month you will receive information about the status of membership, and finances of the association which you will review and approve along with the other directors.

Once a year, you will discuss matters pertaining to the conference with the Executive Director.

You may be called upon to prepare the initial draft to present to the board of a letter that needs to go out.

You may participate in a standing committee.

You will attend the annual conference, expenses paid by NAJIT.