

# 2024 Responsibilities of IBA Board Members

## Overview

The Board of Directors is responsible for ensuring the association's long-term financial stability, integrity, and advancement of IBA's mission and goals. Directors ensure that the organization fulfills its mission by doing quality work.

## Board of Directors Expectations & Responsibilities

1. **Know & abide** by the articles of incorporation, bylaws, and board policies.
2. **Fulfill your Fiduciary Duties:** duty of care, duty of loyalty, duty of obedience.
3. **Attend at least three board meetings throughout the year**, come prepared and ready to actively participate in decision-making.
4. Read and understand the financial statements, adopt an annual budget, and otherwise assist the Board in fulfilling its fiduciary responsibilities and ensuring adequate resources.
5. Serve on **at least one committee or task force** each year.
6. **Maintain your membership**, and in addition to membership, make a sponsorship contribution appropriate to your circumstances.
7. **Provide and obtain various means of support for the organization**, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
8. **Actively recruit new members.**
9. **Be an advocate for and ambassador of the organization;** promote it in ways appropriate to your profession and contacts.
10. Work to **recruit and develop new leadership** and recommend potential board members to the Nominating Committee.
11. **Support and advance the mission statement.** Partner with the Staff to further the mission.
12. **Keep informed** about the industry, the organization, its issues, and its connection to the industry and the membership.
13. **Actively participate** in IBA's events, conferences, and meetings.
14. Read and engage with the association's communications, such as newsletters and social media.
15. Contribute. **Share your area of expertise and talents** with the board and staff.
16. Participate in regular assessments to improve board performance.
17. **Promote a culture of respect and inclusion.**
18. Participate in strategic planning activities and monitor programs and services.
19. **Fully disclose potential conflicts of interest.**
20. **Respect and maintain the confidentiality of information used for governing and managing the association.**

## Additional Responsibilities of a Board Member that is a Committee Chair

Committee Chairs have the important responsibility of leading and running their committees to ensure that objectives are met.

- **Committee Meetings**
  - Conduct and Organize Regular Committee Meetings
  - Develop Meeting Agendas
  - Lead and Chair Committee Meetings
  - Take Minutes
- **Know and Align Committee Goals** with Mission and Strategic Plan
- **Work with and Report to the Board**
- **Collaborate Closely with the Staff**
- **Collaborate and Communicate with Other Committee Chairs** as needed.
- **Committee Leadership & Volunteer Management**
  - Recruit new committee members when needed.
  - Review and approve new committee member applications with staff.
  - Develop committee talent and identify a successor chair.
  - Engage and motivate volunteers. Delegate tasks and monitor progress toward their assignments.
- **Risk Mitigation** – know and adhere to the Anti-Trust Policy and other association policies.