

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT**  
**(Affiliated Chapter of the Society for Human Resource Management)**

**DIRECTOR – Board of Directors**

**Function:**

Serve as a member of and an advisor to the Board of Directors for the Association.

**Responsible to:**

President – Board of Directors

**Responsibilities:**

1. Attend and participate in all scheduled and special Board and Association meetings.
2. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
3. Chair, co-chair or serve as a member of a committee of the Board of Directors, as appointed by the President, or self-selected with approval of the President.
4. Assist the Board of Directors by staying "in tune" with members of the Association, offering feedback, acting as a "sounding Board," helping out on special projects, etc.
5. Perform other such duties as the President of the Board may assign.

**Performance Expectations:**

1. In order to insure a quorum is present at Board meetings and that business can be conducted, Board members will attend all Board meetings. When this is not possible they will contact the Secretary in advance of the meeting. If the Secretary is not available, the Board member should contact the President of the Board.
2. Failure to attend Board meetings on a consistent basis (regardless of notification) may impact continued service on the Board.
3. Board members will serve as members of a committee and, whenever possible, are expected to take a leadership role and/or serve as liaisons to the Board.
4. Active participation in discussions at Board meetings and special Board meetings.
5. Represent the Association in a positive manner at meetings and other events.

**Estimated Time Requirements:**

1. 2 hours each month, January-June and September-December, for breakfast meetings.
2. 2 hours each month, January-July and September-December, for Board meetings.
3. 1 hour each month for follow-up assignments.
4. An additional 8 hours per term for strategic planning.
5. Committee involvement as necessary.