



**BOARD POSITION:
BOARD MEMBER-AT-LARGE**

The Officers of the Board of Directors of the Georgia Chess Association (GCA) organization shall have the authority and shall carry out the responsibilities vested in the position as specified by the Board President, Officers, bylaws as well as state and federal laws.

Description:

Each Member-At-Large is responsible for supporting the Board's governance role by participating in discussions and voting that will further the organization in its mission and towards its vision as well as leading and/or participating in various Board committees and shall:

- 1) Ensure that the mission and vision of GCA is considered in all director decisions that affect the organization.
- 2) Support fiscal and legal responsibility to the organization.
- 3) Participate in the success of the organization by participating in the strategic direction and creation of policy and procedures for the organization.
- 4) Engage in various fundraising efforts.
- 5) Determine and monitor outcomes measurements.
- 5) any other duties as required.
- 6) will serve a two (2) year term and is an officer of the Board.

Specific Duties:

The Member-At-Large will be expected to perform the following duties:

- 1) Be prepared for all meetings attended (Board meetings as well as committee meetings) that includes, but is not limited to reviewing documents prior to the meetings, speaking with other Board members or outside parties as needed, doing research to investigate best practices or alternative options for the Board's best interest.
- 2) Review all Board minutes in preparation of meetings.
- 3) Be responsible for a committee that best fits the needs of the organization as well as the Member-At-Large's skill set.
- 4) Contribute to various volunteer efforts, decision making needs and strategic requirements of the organization.

Board Member Expectations:

All Board Members are expected abide by the following:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
 - a. \$25-150 Enter specific amount of contribution: _____
 - b. Other agreed upon contribution: _____
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);
- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
 - a. Board of Trustees Roles and Responsibilities,
 - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
 - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
 - d. Various policy and procedures
- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;
- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;
- 17) Maintain communication with other Board members throughout the year as needed.

Election and Term of Office:

The Board Member(s)-At-Large of the organization shall be elected for a term of two (2) years.

The Board will appoint Interim roles until such terms can be fully met by the Board members.

Each officer shall hold office until an officer's successor is elected and qualified, or until the person cannot fulfill the role any longer.

Removal of an Officer:

Any officer whether executive or appointed may be suspended or removed without cause by the affirmative vote of a majority of the Board entitled to vote at any special meeting called for such purpose or at any regular meeting.

Resignation:

An officer may resign by delivering his or her written resignation to the Board President, 1st Vice President or 2nd Vice President, or at a meeting of the officers of the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.