



Position Description- Board Member (Director)

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for the Airport Minority Advisory Council and is responsible for the effective governance, fiscal responsibility and legal compliance of the organization.

QUALIFICATIONS/SKILLS:

A Board Member must be a member of the organization in good standing, have a commitment to the mission and work of the organization and be an active participant in the aviation industry, either in employment with an airport, a business owner or an employee of a business involved in contracting or employment in the aviation industry, government official or member of an aviation industry organization. Knowledge and skills in one or more of the following areas is desirable: strategic planning, legal and government affairs, policy, finance, membership development, programming, fundraising, public relations, meeting and conference planning, communications, and human resource management.

TERM: The term of the Board Member shall be in accordance with the Bylaws of the organization

MAJOR RESPONSIBILITIES/REQUIREMENTS:

- Regularly attends board meetings and important related meetings including the annual conference, Economic Forum and Industry Day
- Supports regional education and membership outreach events
- Serves as an advocate for AMAC within his or her organization and peer groups
- Volunteers for and willingly and accepts assignments and completes them thoroughly and on time
- Participates regularly as a member of at least one committee of the board
- Annually provides a photo and bio to AMAC Staff for use in AMAC marketing materials
- Stays informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the organization's annual evaluation and planning initiatives.
- Votes on and approves of policies and procedures that are consistent with the mission of the organization
- Follows the organizations business practices and ethics guidelines to ensure that there are no conflicts of interest both individually and for the organization
- Works with the President & CEO to identify specific new sources of membership and sponsorship support



Annual Specific Deliverables for Directors

- ◆ Serve on both the AMAC and the AMAC Educational & Scholarship Program, Inc. (AMACESP) Boards simultaneously
- ◆ Attendance and participation in a minimum of 60% of all Board meetings, conference calls, and conferences
- ◆ Remain current with membership dues as a voting member
- ◆ Recruit an average of three new members each quarter
- ◆ Assume responsibility for at least one major task or committee
- ◆ Prepare monthly and annual written report for inclusion in AMAC Board Meetings and Annual Report
- ◆ Participate in organizational fundraising efforts- \$25,000 annual commitment
- ◆ Regional Directors must hold at least one outreach event per year which may include hosting annual conference, economic forum or business roundtable
- ◆ Regional Directors are encouraged to hold at least one Project LIFT event per year and may include regional scholarship fundraising

BOARD MEMBER ACKNOWLEDGEMENT:

I have read the requirements of this position description and agree to accept the responsibilities of the position of Director for the Airport Minority Advisory Council:

Board Member Signature

Date