

## CGFOA Position Description

Title	Board Member
Contribution This Position Makes to CGFOA	The Board Member serves on the CGFOA Board to further the organization's purposes as set forth in the Bylaws.
Elected / Appointed and Term	The Board Member is an elected position and serves a two year term.
Minimum Qualifications	Minimum of two years as an active member of CGFOA.
Meeting Requirements	The Executive Board shall meet as necessary upon the call of the President, but not less than twice each year.
Duties	As a member of the Executive Board, the Board Member shall participate in transacting the business of the Association; deciding policy matters; deciding the time, place and program of meetings; making and executing contracts for the Association; studying all matters referred to it by members of the Association; and performing other duties pertaining to the advancement, welfare and the best interest of the Association and members. The Executive Board shall establish procedures and internal controls for the proper manner of receiving and disbursing funds, provide for an annual inspection of the Association's accounts and annually adopt a budget for the following year. Accept tasks as may be assigned by the President and to assist other Executive Board members, officers and committee chairs in accomplishing their tasks for the betterment of the Association.
Helpful Tips for Your Successor	It is recommended that the Board Member participate in or chair at least one committee to provide a stronger connection between the activities and goals of the Board and Committees.
Other Comments	