

## Board of Directors Job Description

---

### GENERAL

The Director is a member of the Board. The Board consists of Officers (Chair, Vice Chair, Treasurer and Secretary). The Officers, together with the immediate Past Chair, constitutes the Executive Committee. The Board of Directors includes the Officers, the Immediate Past Chair, twelve (12) individuals representing Active Members, two (2) Allied member representatives and two (2) Rights Holder member representatives. The board deliberates and acts only by consensus during a properly called and noticed meeting with a quorum present.

### TERMS

Active Director: three (3) years

Allied Member Director: two (2) years

Rights Holder Member Director: two (2) years

### RESPONSIBILITIES

The Director is responsible to represent the membership of the NASC. The role requires the Director to be accountable for the following duties:

- 1) Meeting Participation – The Director is accountable to participate in all meetings of the Board including conference calls and face-to-face meetings.
- 2) Committee Participation – The Director is also accountable to actively participate in one or more of the following NASC Committees: Awards, Membership, Mentoring, Professional Development, Retained Earnings, Sports Legacy Fund, and Symposium.
- 3) Be Informed – The Director must be informed about the affairs of the association to properly perform their duty to act in the best interest in the association. The expectation is the director prepares for each Board of Directors conference call or meeting by reviewing all material provided with the meeting agenda. The Director is also accountable to listen to, empathize with and share member's needs.
- 4) Director's Standard of Conduct – The Director is accountable to know and sign the Director's Standard of Conduct. The Director should conform to this standard with care. By so doing, the Director will avoid personal liability to the Association for any action taken as a Director.
- 5) Inquire When Appropriate – Under the Director's Standard of Conduct, a Director is required to make reasonable inquiry when the need to do so is indicated and is entitled to rely upon the information and opinions received.
- 6) Conflict of Interest and Confidentiality – The Director shall not participate in any association decision when the Director has a material financial interest in the transaction in question without first informing the Board of the interest and following proper procedures. The Director is accountable to sign the "NASC Conflict-of-Interest Questionnaire". Each Director is also accountable to sign the "Board Member Affirmation of Confidentiality Agreement".

### QUALIFICATIONS

- ❖ NASC member for a minimum two (2) years
- ❖ CSEE participant
- ❖ Minimum of three (3) years sports management/sports event experience
- ❖ Demonstrate leadership in current position
- ❖ Support the NASC diversity policy
- ❖ Have the ability to formulate and implement strategic plans
- ❖ Demonstrate the ability to formulate and make verbal presentations
- ❖ Identify dedicated suppliers to the sports events & tourism industry