

# Learn More About the ACD Board of Directors!

Being a member of the Board of Directors of the Association for Community Design is an opportunity to directly contribute to the mission of the organization and the cause of community design across the country. The ACD Bylaws state that the Board of Directors must be comprised of 9-15 individual members of the Association, elected by the membership and committed to the mission of the organization. ACD is looking for people interested in working hard as part of a dynamic group of people in a leadership role that is dedicated to advancing community design. In short: WE WANT YOU!

As a member of the Board of Directors, you will be expected to:

- Maintain good standing as an individual member of ACD
- Attend bi-monthly Board of Directors web meetings (min. 4 of 6)
- Attend the annual ACD Conference and Members Meeting

Board of Directors Members are also expected to participate as the chair of at least one board committee, either a Standing Committee (Board Development) or an identified or proposed Sub-Committee (currently includes: Fellowship, Social Media, Education) reflective of interests and means of best contributing to the organization.

After one year of board service, Board Members are also eligible per the organization's bylaws to be named to the Executive Committee by the incoming President, who is chosen by a majority of the Board of Directors. The Executive Committee is comprised of a President, Vice-President, Secretary, Treasurer, and Past-President. As a member of the Executive Committee, you will be expected to:

(All)

- Attend monthly Executive Committee web meetings (min. 10 of 12)

(President)

- Oversee the operation of the organization
- Serve as the face of the organization to the membership and beyond
- Lead meetings of the Board of Directors and Executive Committee
- Sign formal documents or provide representation on behalf and with consent of the members of the Board of Directors
- Manage the organization's Calendar and Schedule for the year
- Maintain communication with stakeholders and board members

(Vice-President)

- Support the President in his or her roles and responsibilities
- Operate as President in his or her absence

(Secretary)

- Manage the documentation of the organization
- Keep minutes and official records of all Board of Directors proceedings
- Ensure that the Board of Directors is operating according to the bylaws

(Treasurer)

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- Manage the financials of the organization
- Submit all bookkeeping to and maintain communication with BSA (ACD's current accountancy consultant)
- Provide quarterly financial reporting to the Board of Directors
- Lead the Finance Committee