



# Washington Airport Management Association

## **Role of a Board Member**

*Adopted by the Board of Directors February 11, 2014*

Board members are responsible for ensuring effective and fiscally sound actions and operations. They do this by following the adopted constitution and bylaws, adhering to the organization's Mission Statement and Purpose, by representing the needs of the general membership, and by providing leadership, advice and direction to the Executive Director and the organization.

### **Board Member Duties and Responsibilities:**

Every member of the Board of Directors of the Washington Airport Management Association:

- Prepares for each meeting of the Board of Directors by becoming familiar with material distributed prior to the meeting.
- Attends regular and special Board meetings and participates in proceedings.
- Attends the Association's general membership meetings.
- Represents the needs and interests of all members of the organization.
- Recognizes that only the board as a whole has authority by respecting majority decisions; does not take unilateral action except in the performance of routine responsibilities.
- Serves as an advocate of and demonstrates loyalty to the organization and its members.
- Displays knowledge of current activities of the organization; remains accessible to the President, executive director, membership and other Board members.
- Fosters support for the organization by taking actions that demonstrate value in membership and the Association.
- Serves as an active, participating member of at least one committee.
- Takes initiative and provides leadership; fulfills commitments within established deadlines.
- Avoids any action that gives rise to a perception of conflict of interest.
- Demonstrates the desire and ability to work as part of a team, acknowledges differing points of view, and works to resolve issues important to the membership with professionalism, care and respect.
- Shares resources and talents with the organization and its members, including expertise, contacts, and information learned through networking and/or training opportunities.

---

Signature

---

Date