

American Harp Society, Inc. Board of Directors

Mutual Roles & Responsibilities

Board of Director's Role:

As a member of American Harp Society, Inc.'s (AHS) Board of Directors, my primary role is to contribute to the governing and fulfillment of AHS's mission and charter and to carry out the functions of the office of Board member and/or Officer as stated in the bylaws.

I will focus on the development of policies that govern the implementation of institutional plans and purposes as well as establishing fiscal policy and boundaries, which includes budgets and financial controls. My role is separate and distinct from the role of the Executive Director, who determines and manages the means of implementation. I understand that independent contractors report to their respective supervisors and/or AHS's Executive Director, not to the Board. As a Board member, I believe in the purpose and the mission of AHS, and I will act responsibly and prudently as its steward.

AHS's responsibilities to a Board of Directors member:

1. Opportunities will be offered to me to discuss the organization's programs, goals, activities and status with the Executive Director, President and the Board Chairman; additionally, I can request such opportunities.
2. The organization will help me perform my duties by keeping me informed about issues in the industries and fields in which we are working.
3. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to AHS. Board members and staff will work in good faith with me towards achievement of our goals.
4. Board members, staff, and volunteers are expected to treat each other and our members with mutual respect, courtesy, and professionalism.
5. If AHS does not fulfill its commitments to me, I can call on the Board Chairman and President to discuss these responsibilities.

Board of Directors member's responsibilities to AHS:

1. I will maintain a membership in the American Harp Society, Inc.
2. I will be active in my local AHS chapter if one exists in my area, and attend each annual national event during my Board term.
3. I will participate by attending a minimum of two (2) Board meetings during the fiscal year, September 1 – August 31. One will be in person at the National Conference or Summer Institute (June or July), unless excused, and one by electronic means. Additional meetings may be called as deemed necessary.
4. I will attend any orientation and required Board trainings.
5. I will participate on AHS Board working groups, such as committees, in good faith with staff and other Board members as partners towards achievement of our committee goals.
6. I will stay informed about what is going on in the organization. I will participate in and take responsibility for making timely decisions on issues, policies, and other Board matters.
7. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
8. I will protect any confidential or proprietary information which is shared with me about the American Harp Society, Inc.'s business and members, and use it solely for the business purpose for which it was conveyed.
9. I will direct concerns about staff decisions or conduct to the President of the Board who, in turn, will relay the concerns to AHS's Executive Director for follow-up, and will not attempt to direct, admonish, or threaten staff.
10. I will abide by all policies, procedures and protocols of the organization.
11. I will consider making an annual financial contribution at a level that is meaningful either personally or from a business organization that I represent.
12. I will cultivate potential donors and members by inviting them to concerts, chapter, regional and national events.
13. I will be an outstanding role model and ambassador of AHS to the local, regional and national community.
14. If I do not fulfill these commitments to the organization, I will expect the Board President or Chairman to call me and discuss my responsibilities with me. I may also seek a conversation to discuss my ongoing participation on the AHS Board.

Signature

Date