



## **ACTE BOARD OF DIRECTORS BOARD MEMBER ROLE & RESPONSIBILITIES**

### **Position Description: Board Member**

The Board of Directors is the sole governing body of ACTE and is responsible for the supervision, control and direction of the Association including the appointment and removal of the senior officers. The Board has fiduciary responsibility and is accountable to the membership for the success of the organization.

All directors are charged to serve in the best interests of the entire membership of the international association and the industry. They are committed to the development and implementation of ACTE's strategic vision and plan.

The ACTE President assigns each At-Large Director a key strategic area and/or initiative to oversee. The areas of oversight are defined by the Board and may be changed from year to year as the association's priorities and objectives shift. At-Large Board members are responsible for regularly reporting out to the Board on progress in their area of oversight. Regional Board members have similar responsibility for providing oversight of their region and reporting out to the Board on progress within their regions.

Each director on the Board serves as a leader in motivating support for ACTE's mission and programs. A Director should provide an objective point of view in open discussion on issues affecting the membership and the industry. He or she would thoroughly analyze each problem considered, vote responsibly, and support those actions adopted by majority vote. Individually, each member of the Board is considered an ambassador for ACTE and represents the integrity, dedication, and loyalty to ACTE's mission. Directors usually have outstanding qualifications, an unselfish dedication and willingness to serve the Association and the business travel industry.

### ***Key Responsibilities:***

Each individual Board member leads, advises and supports the mission of ACTE by:

- Attending and actively participating at all board meetings to further the success of the Association and to support the Association's mission and goals.
- Supporting the President and Executive Director in achieving the mission of ACTE.
- Assuming responsibilities for specific projects either by volunteering and/or as requested by the President, such as serving on Board committees, serving as liaisons to other organizations, representing the association at meetings, or preparing issue reports and statements.
- Remaining current with the activities of the Association by following its publications, website, issues, and initiatives.
- Informing the Board of new developments or issues and staying proactive in helping position the Association to best support its members.
- Chairing committees and/or task forces as requested by the ACTE President or President-Elect.

- Representing ACTE leadership at ACTE events, as assigned by the President.
- Representing ACTE at industry events, as assigned by the President.
- Promoting ACTE at every opportunity and representing the best interests of ACTE at all times.
- Regularly attending and actively participating in ACTE programs.
- With other Board members, helping to set, approve and manage: strategic goals; policy; budget, and programs for ACTE.
- Foregoing personal interests in support of actions that are for the good of ACTE.
- Supporting decisions made by the Board.
- Assisting the Nominations Committee in recruiting new directors and officers.
- Facilitating the integration of new directors to the Board.
- Actively recruiting new members, volunteers and suggesting possible speakers.
- Assisting in obtaining new sponsorships and/or revenue.
- Thoroughly researching and completing assignments in a timely manner.
- Reviewing financial, reports and materials, as assigned.
- Monitoring and alerting the Board to trends and ideas relating to the business travel industry and the ACTE membership.

**Length of Term:** Three years

A Director will likely be able to demonstrate the following capabilities and have experience in the following areas;

- Currently an ACTE member in good standing.
- Commitment to ACTE mission, vision, and goals.
- Previous volunteer leadership or Board experience.
- Previous volunteer experience in ACTE.
- Strong record of participation in ACTE activities and programs.
- Serve in a senior management position (or served in the past in such a position).
- Demonstrated leadership skills.
- Ability to interact with senior executives.
- General business management, knowledge and skills: finance & budgeting, planning, marketing, and sales, management, international development, etc.
- Ability to work effectively as a team member.
- Ability to lead and influence others.
- Strong communications skills, both oral and written.
- Experience in strategic planning.
- Knowledge of the issues and challenges facing the business travel industry.
- Ability to, and a commitment from their employer (if appropriate), to fulfill the time and travel commitments needed to fulfill the Board Director role.

**Time Commitment:**

Function/Activity	Typical Time Required
Board Meetings	4 Board meetings: <ul style="list-style-type: none"> <li>▪ January – Strategic Planning Meeting - 2 day meeting</li> <li>▪ April/May – Board Meeting – 1 day meeting before Spring Global conference</li> <li>▪ June/July – Strategic Planning Meeting – 2 day meeting</li> <li>▪ October – Board Meeting - 1 day meeting before Fall Global conference</li> </ul>

Function/Activity	Typical Time Required
Board Conference Calls	<ul style="list-style-type: none"> <li>4 pre-scheduled conference calls, one week prior to each Board meeting. 2 hours each on duration.</li> <li>Ad-hoc conference calls throughout the year. Approximately 4-6 calls, approximately 1 hour in duration.</li> </ul>
Preparation for Board meetings	1 hours per meeting;
Work on assigned Board projects, committees, task forces, and initiatives.	Time will vary depending upon type of requested activity.  Estimate 1-2 hours per month.
Conferences	Attendance at a minimum of one global conference. 3 days plus travel.
Executive Forums	Attendance at a minimum of 2 Executive Forums within your region where you serve as the ACTE leadership representative.  Attendance at other Executive Forums as requested by the President to serve as the ACTE leadership representative.
Other ACTE related activities: <ul style="list-style-type: none"> <li>Speak at ACTE events</li> <li>Write articles for website and Global Business Journal</li> <li>Represent ACTE at industry events</li> <li>Provide input to Executive Director</li> </ul>	Time will vary depending upon type of requested activity.  Estimate .5 - 1 hour per month
<b>Total Estimated Time Commitment:</b>	<b>14 – 18 days per year (plus travel time)</b>

Other:

**Expenses:** Expenses related to attendance at Board meetings, ACTE Conferences, and other ACTE events are the responsibility of each Board member or Officer (or their company). ACTE will cover expenses for the official ACTE representative (President, President-elect, or assigned Board member) to attend events or meetings outside the required Board meetings or events. Board member expenses for these events will be covered only if approved by the President.

**Confidentiality:** Each member of the ACTE Board of Directors is required to sign a Confidentiality Agreement before taking office and each January during their term.