**Director-at-Large for SAA**

Term:

• Serves on the Board for three years.

Objective:

• An SAA director must meet the needs of the members; work with the full Board to set policy and direction for the Society; develop and implement the strategy which enables the organization to grow and fulfill its purpose; embody a fiduciary responsibility; and promote SAA.

Duties:

• Attends in-person and zoom meetings. Board meets in person at the Annual Meeting (March/April) and again in September/October.

• Regularly monitors email and telephone messages, actively participates in email discussions, conference calls, and electronic meetings in a timely manner.

• Participates in special events at the Annual Meeting such as: Board Hosted Student Reception; Donor Reception; Breakfast with Interest Group Chairs; Breakfast with Committee Chairs; and Thank you walk to exhibitors in the hall etc.

• Reviews agenda and supporting documents prior to each SAA Board meetings.

• Serves as liaison to assigned committees and task forces, and maintains an open dialog with those chairs and organizers. Communicates the Board’s actions to assigned committees and task forces.

○ Attends assigned committee and task force meetings at Annual Meeting and throughout year as feasible

○ Connects with chairs to ensure liaison is included on all committee/task force email

○ Works with committee chairs on timely appointments to the committee as well as develops chair nominations for Board consideration as vacancies occur. Provides chair vacancies in the fall to ensure committee continuity.

○ Works with the assigned committee and task force chairs toward the timely submission of reports and budget requests

○ Guides advisory bodies with regards to charge and relevant SAA policies

• Reviews monthly financial statements and annual audit.

• As needed, serves on subcommittees and task forces of the Board

Time Commitments:

• Attendance at meetings

○ must attend annual meeting, arriving one day before opening session (Board meetings are scheduled for all day on Wednesday and on Saturday)

○ several hours of committee and task force meetings at the annual meeting

○ several hours of Board receptions at the annual meeting

○ annual business meeting at the annual meeting

○ three in-person Board meetings a year; two (Wednesday and Saturday) at the annual meeting and one in the fall. The Board meeting in the fall entails a two-day meeting plus two travel days..

○ On rare occasions, the Board may opt to extend a meeting by a day or have a separate planning meeting.

* Monthly board meeting on Zoom, 1-2 hours each, except months with in-person meetings.
* The Board also convenes electronic votes as necessary

• Depending on Board assignments, issues, and subcommittee/committee business, on a weekly basis, outside of the Board meetings, from 0-4 hours per week.

• Estimated 10-20 hours of Board electronic meetings and/or conference calls per year.

Revised August 2023