

Board

Makes Decisions

1. Annual Budget
2. Testing Facilities/Vendor
3. Certification Pricing
4. Policies and bylaws
5. Executive Director/Management
6. New program or service initiatives
7. Financial institution
8. Annual Goals (Plan of Work)
9. Mission statement, Vision statement, Strategic Plan
10. General Counsel
11. Auditor selection
12. Investment manager(s) selection
13. Establish boundaries for committees, task forces, councils, staff, etc.
14. Committee Chair and member appointments
15. Committee Recommendations to Board

Makes Recommendations

1. To Committees their role in carrying out the Strategic Plan.

Provides Input

1. Counsel to President

Monitors

1. Financial performance
2. Member needs
3. Conference attendee and sponsor satisfaction
4. Association industry trends
5. Performance of Board members
6. Executive Director performance review
7. Committees' compliance with policies

Executive Director and Staff

Makes Decisions

1. Strategic plan implementation
2. Implementation of the portfolio of programs and services as determined by the Board
3. E-blast content and production
4. Website content and "look and feel" and pricing of promotional opportunities
5. Content and production of association advertising
6. Staff and operational decisions
7. Check signing (with signatory limit up to \$X,000 amount)
8. Financial management, budget administration and expense management

Makes Recommendations

1. Dates and locations for in person events (Board of Directors)
2. Membership structures and dues (Board of Directors)
3. Program budgets including fees/revenue and expenses (Board of Directors)
4. Contracts (Board of Directors)

Provides Input

1. Policies
2. Annual Goals (Plan of Work)
3. Budget
4. Institutional memory

Monitors

1. Association trends
2. Member feedback
3. Trade show and convention trends
4. Investments
5. Policy trends
6. State statutes
7. Professional practice issues