



Metro NYSAE Board of Directors Expectations and Responsibilities

Metro NYSAE's continued growth and success depends on the personal commitment, active involvement and strategic focus of a select group of elected individuals, who embrace the privilege to serve and the responsibility to lead.

Board members are expected to be zealous advocates on our behalf, enthusiastic communicators of Metro NYSAE's mission and vision, and play an integral role in our growth and effectiveness. Rather than steer the boat by managing day-to-day operations, Metro NYSAE board members provide foresight, oversight, and insight.

Maintaining confidentiality is one of the fiduciary responsibilities of the Board and each Board member will be required to review Metro NYSAE's confidentiality agreement. Board members also have a fiduciary duty to conduct themselves without conflict to the interests of Metro NYSAE. Metro NYSAE's Conflict of Interest policy will be distributed at the beginning of the fiscal year.

ADVOCACY AND PERSONAL INVOLVEMENT

Be well-informed to convey Metro NYSAE's mission and strategies, policies, programs, strengths, and needs.

Board Meeting Attendance

The Metro NYSAE Board meets 4-5 times per year, attendance required at a minimum of two-thirds of board meetings.

Event Participation

As a Board member you are expected to show your commitment to the work of Metro NYSAE by attending as many of our events as your schedule will allow and/or sending colleagues from your organization.

Committee Participation

Our board is a working Board, so everyone has a job to do. We ask that you actively participate by either being willing to chair, co-chair, or serve on a committee or task group. Board members are expected to help recruit volunteers and bring in others from within your organization as needed.

RESOURCE GENERATION

Financial Support and Strategic Partnerships

We expect Metro NYSAE Board members to help provide leads and share their corporate connections in an effort to help recruit and secure exhibitors, sponsorships, or advertisers and help to identify in-kind services, venues and partners. Every board member should strive to secure a minimum of two (2) sponsors or vendor partners annually.

Membership Support

Help support the growth of Metro NYSAE by actively helping to recruit members. Every board member serves as an “ex officio” member of the Metro NYSAE membership engagement committee. Help to recruit a min. of five (5) individual members or one (1) organizational membership per year. You may be called upon to chaperone a lead or help lend your name and organization to win back a member on the fence.

MARKETING

As a proud board member and ambassador, we ask you to please add to your bio, your speaker introductions, your email signature and your organization’s communications that you serve on the Board of Directors of the Metro New York Society of Association Executives. Upon request, we will provide you with the Metro NYSAE logo to add to your website and we ask you to please hyperlink to the Metro NYSAE website.

Social Media Platform

We ask board members, as individuals and as your organization, to “follow” and “like” Metro NYSAE on LinkedIn. We urge you to please share Metro NYSAE posts and comment appropriately. From time to time, we will provide you with social media messaging and encourage you to post on LinkedIn.

LEADERSHIP

Best Practices

Strategize and lead Metro NYSAE the way you would operate your own organization. Bring to the Metro NYSAE table your tried-and-true practices and tactics that have worked, generated growth and resulted in success. You will be asked to continually evaluate Metro NYSAE practices and activities for efficiency and effectiveness against goals and objectives.

Board Recruitment

Identify strong candidates for the Nominating Committee who will effectively represent Metro NYSAE.