33a. Board Member / General Charge (Role)

Together with other directors of USSEC, each Board member is responsible for fulfilling his or her roles and responsibilities to the best of his or her ability to ensure that the mission of the organization is realized. A Board member will serve a term of two years with a maximum of three consecutive terms.

## Responsibilities

1. Attend all Board meetings and functions (such as special events) and participate in the proceedings.
2. Know the organization’s mission, services, policies and programs.
3. Participate in membership recruitment and retention activities for USSEC.
4. Actively participate in the formulation of goals and objectives through the annual budget and program planning process.
5. Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.
6. Prepare for and participate in the discussions and the deliberations of the Board. Review agenda and supporting materials prior to board and committee meetings.
7. Serve on committees and actively participate in their meetings.
8. Serve as a public spokesperson for the organization. Represent the organization at various functions and within other industry organizations.
9. Serve on task forces as needed and offer to take on special assignments
10. Keep up to date on developments of the industry.
11. Be available to staff and other directors between meetings of the Board.
12. Be committed to the work of the organization
13. Be aware of and abstain from any conflict of interest. Follow conflict of interest, code of ethics anti-trust and confidentiality policies.

Time Commitment: A Board member devotes approximately 10 days per year attending functions and meetings representing the Board and participation on committee meetings.