

## **GEBA BOARD DIRECTOR – POSITION DESCRIPTION**

Revised/Approved October 29, 2024

The Board provides legal oversight and stewardship of the Mission on behalf of the membership.

### **1. Expectations of the Board as a Body**

To satisfy its fiduciary duties, the Board is responsible for:

- a. determining the mission, vision, and priorities of the organization
- b. strategic and organizational planning; measuring progress on those plans
- c. providing fiscal and financial oversight, for sustainability
- d. approving and assessing GEBA's products and services
- e. serving as a brand 'ambassador'
- f. assessing its own performance as the governing body
- g. selecting, supporting, and evaluating the performance of, the chief staff executive.

### **2. Expectations of Individual Board Members**

Each Board Director is expected to:

- a. know and serve the organization's mission and vision
- b. serve as an active advocate and ambassador for GEBA
- c. prepare for, attend, and conscientiously participate in, board & committee meetings
- d. read and understand GEBA's financial reports
- e. adhere to the governing documents: Bylaws, Policies, Resolutions, Job Description
- f. understand its governance role vs. the staff management role
- g. participate in governance training activities and model best behavior in governance practices
- h. maintain confidentiality about all internal matters of GEBA.

## **COMMITMENT DETAILS**

### **Board Meetings**

GEBA values a culture of in-person collaboration. Board meetings are held 4-5 times annually, starting in February.

- a. Two-three meetings are typically late afternoon and in-person for approx. two hours at the GEBA Hanover, MD office.
- b. An Offsite Meeting/Retreat is held annually (in summer; two nights' stay; lodging and meals provided—1.5 days of meeting time; within 2 hours drive of GEBA's office/Hanover/Ft. Meade).
- c. The October or November meeting is typically late afternoon. However, it may be potentially a 1/2-day meeting.
- d. Board Directors also serve on one (or two) Committees. Committees meet 2-5 times annually for 60-90 minutes.
- e. Board members may incur some personal expense in addition to potentially using PTO. GEBA provides a \$100 annual stipend for local Directors; GEBA will reimburse non-local\* Directors for (economy) airfare or train fare or mileage at the IRS-approved rate, up to \$400\*\* for the summer meeting and with a receipt submission(s). (\*Defined as beyond 150 miles of the GEBA office. \*\*Potentially for a second meeting when there are five Board meetings. GEBA has a special room rate at the Holiday Inn Express BWI-West by the GEBA office.)
- f. Virtual attendance is allowed for up to two Board meetings annually based on personal or professional commitments and/or for Committee meetings.

### **Other**

- A new Board Member Orientation of 90 minutes, is held in January (virtual option for non-local Directors)
- A Holiday dinner with guest/spouse in early December (optional attendance and incoming Directors are invited)

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand the above and confirm my continued interest in consideration as a slate Nominee candidate via signature and by returning this form to the GEBA Nominating Committee Chair or Staff Liaison.*