



PSIA - *Rocky Mountain* - AASI

Rocky Mountain Ski Instructors  
Educational Foundation



## GENERAL JOB DESCRIPTION

### PSIA-ROCKY MOUNTAIN-AASI Board of Directors member

**Reports to:** Chair of the Board of Directors

**General Responsibilities:** The Board of Directors is the governing body of the Association and is elected by the membership. Members of the Board are responsible for the overall strategic direction, effectiveness and financial stability of the Association. Please note that a member of the PSIA-RM-AASI Board of Directors may not hold other recognized volunteer leadership positions during their tenure on the Board. Board members may be assigned to positions, i.e., committees or teams by virtue of their Board position.

#### **Specific Responsibilities:**

- Board candidates must be active, full dues-paying members in good standing with the Division and PSIA/AASI at the time of their election and throughout their term.
- Maintains an awareness of the needs and interests of the membership and represents their views during Board discussions of the Association's strategic direction;
- Establishes and reviews goals for the Association through the Strategic Plan process;
- Provides sufficient documentation to update the Board on events or matters within specific areas of responsibility as charged by the Chair or through election to an Executive Committee position;
- Approves the annual budget;
- Supports the Association's membership recruitment and retention efforts through activities determined by the Chair and/or the Executive Committee;
- Follows PSIA-RM-AASI's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in PSIA-RM-AASI's leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and the development of programs and services for the Association's members;
- Elects officers to the Board of Directors;
- Evaluates the Executive Director;
- Reviews various written updates from the Board and Office to stay current with decisions of the Executive Committee regarding day-to-day governance issues; proactively calls the Chair or the Executive Director to discuss if questions arise; serves as a resource for other volunteers regarding decisions of the Board and/or as a conduit for questions/information for the Executive Committee;
- Attends all Board meetings;
- Represents the Board of Directors as appropriate to the membership and other organizations;
- May serve as a member of or chair a Board standing committee or research and recommendation team;
- Is available to travel as requested by the Chair of the Board;
- Participates in Board effectiveness assessment annually;
- Undertakes any additional duties set forth in the Association and Bylaw, or by Chair of the Board.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the administrative/office staff.

**Time Commitments:** The Board meets four times each calendar year: typically February, May, August and November.

If a Board Member is elected by the Board of Directors to an Executive Office i.e. President, Vice-President, and Secretary the time commitment will increase.

Time commitment for:

- President is approximately 8 hours per week.
- Vice President and Secretary is approximately 4 hours per week.

**Board Composition:** There are currently 12 members on the PSIA-Rocky Mountain-AASI Board of Directors: three from the Front Range, three from the Western Slope, three from the Southern District, three Members-at-Large and a non-voting seat filled by the National Representative. Each of the 12 Board Members serves a three-year term with no limit on the number of terms an individual may serve. Terms expire on a rotating basis with one member from each District and a Member-at-Large representative elected each year. The Member-at-Large position will be filled with the person from the ballot candidates who has the highest number of votes after the District members are selected.

Candidates elected on the December ballot will begin their terms at the Spring Session. Applications for candidacy for Representative to the Board of Directors can be requested from the office or downloaded from the RM website in PDF format.

**Qualifications:** Members of the Board of Directors should have proven abilities of volunteer program management, co-curricular awareness and experience, and sound judgment, as well as understanding and appreciation of PSIA-RM-AASI activities. Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making and follow-through.

Members of the Board must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.), and must maintain PSIA-RM-AASI membership during their term.

**Personal Characteristics to Consider:**

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, be willing to contribute personal and financial resources according to circumstances in their service as a board member (i.e. time away from family and work for meetings and calls, pay up-front costs for travel, open doors in the community, evaluate oneself).
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.