

## **Position Description**

### **AALAS Foundation Board Director**

**TITLE:** Member, Board of Directors AALAS Foundation

**PURPOSE:** To serve as a voting member of the Board of Directors in carrying out the mission of the AALAS Foundation, while serving and protecting the public trust granted to this non-profit organization.

**TERM:** In 2010, the AFBOD will elect three members to a term of three years and one member to a term of two years.

**OBLIGATIONS  
OF THE BOARD:**

- Develop, implement and update annual and long-range plans for the AALAS Foundation.
- Establish and support organizational, operational, funding and financial policies for the AALAS Foundation.
- Secure adequate funds for AALAS Foundation operations and for its continued development.
- Control and monitor finances and revenue-generating operations.

**SPECIFIC DIRECTOR  
RESPONSIBILITIES:**

- To be publicly committed to the mission and goals of the Foundation.
- To actively prepare and participate in Board meetings and related organizational programs.
- To actively contribute professional and technical knowledge, skills and experience to Foundation activities.
- To maintain membership and provide financial support to the Foundation at a level that is meaningful.
- To accept and accomplish assigned responsibilities including grant reviews in furthering the work of the Foundation.
- To represent and promote the Foundation to the public and to private industry.
- To be knowledgeable about the Foundation and be alert for opportunities to further its interests.
- To recommend others who can serve on the Board or other groups supporting the Foundation.

**ESSENTIAL MEETING  
PARTICIPATION:**

- Regularly attend Board meetings and teleconferences.
- Actively serve on one or more standing or special sub committees.
- Participate in, and attend major Foundation events at the national AALAS meeting and regional meetings.

## **Criteria for candidates for the AALAS Foundation Board of Directors**

1. A belief in the vision of the AALAS Foundation and public outreach
2. A reputation of integrity and trustworthiness
3. The ability to raise funds for the AALAS Foundation
4. The ability to identify programs worthy of funding and to assist with prioritizing of these programs
5. The willingness and ability to assume financial responsibility for attending Foundation Board meetings
6. A vision of the future
7. The willingness to identify and recommend replacement members to the AFBOD
8. The willingness to remove fellow AFBOD members for non-performance

## **Structure**

1. The AFBOD is made up of twelve (12) voting members and two (2) ex officio members.
2. Three of the twelve voting members are from the AALAS Board of Trustees.
3. Nine (9) of the voting members are Directors-At-Large, nominated/elected by the AFBOD and approved by the AALAS BOT.
4. Directors-At-Large are elected to three-year terms, staggered such that three Directors rotate off each year.
5. Directors-At-Large may be re-elected to one, succeeding three-year term.
6. Two of the three ex officio members do not have the power to vote:  
the AALAS Staff Liaison  
the Legal Counsel.
7. The AALAS BOT has the right, by two-thirds (2/3) vote, to remove any Foundation Director, with cause.
8. The AFBOD has the same right to remove one of their own, with cause, with notice to the AALAS BOT, and subject to the AALAS BOT's right to reinstate (again by two-thirds (2/3) vote).
9. The Foundation's office and center of operations shall be within the National AALAS headquarters office.
10. The AFBOD shall elect their Chair person.
11. The AFBOD may not amend the Foundation Bylaws without approval by the two-thirds (2/3) vote of the AALAS BOT.
12. In most other respects, the Foundation Board is empowered to act as a full-fledged board of directors.