

## **Asheville Home Builders Association Board of Directors Job Description & Expectations**

Board members are volunteer leaders who are responsible for the direction of the organization. The board governs, develops policy and sets a course for the future. The board is responsible for maintaining focus on the mission and strategic goals. The four main functions of the board are Governance, Policy & Position Development, Visionary – Future Focus and Fiduciary responsibilities. Below you will find a listing of Board Member Expectations:

### Attendance

1. Board Members are required to attend all AHBA Board of Directors Meetings. Excused absences must be approved in advance. Any board member missing 3 consecutive meetings with unexcused absences will be removed from the board.
2. AHBA Board Meetings are held on the second Thursday of each month at 3pm unless otherwise rescheduled due to a conflict with the scheduling of AHBA General Membership Events.
3. Attendance at AHBA events and meetings is expected from all AHBA Board Members. We understand that you are not able to attend every event and meeting – please be consciences of your attendance. AHBA Board Members are required to attend 75% of all AHBA events and meetings.
4. Attendance at New Member Orientation/Prospective Meet and Greet – AHBA Board Members are expected to attend a minim of 2 out of 6, must RSVP attendance to AHBA Office

### Fundraising Support

1. AHBA Board Members are expected to participate in all AHBA Fundraising Events.
  - a. AHBA Board Members are responsible for participating in AHBA fundraising events – this may include selling tickets/cards, etc. A number of tickets/cards will be given with advance notice and participation is required.

### Committee Participation

1. All AHBA Committees must be chaired by AHBA Board Members. Committee Chair positions are appointed by the AHBA Board President.
2. All AHBA Board Members are requested to serve on one AHBA Committee (see committee descriptions for details)
3. All AHBA Board Members are expected to participate during community involvement events such as Community Team Day and Insulate.

### Recruitment

1. All AHBA Board Members should strive to recruit a minimum of two new members during their service year.

### Sponsorship Involvement

1. All AHBA Board Members are encouraged to participate in the Foundation Club. This year long sponsorship program is what helps the AHBA grow while enhancing member benefits and services.

### Code of Conduct

1. AHBA Board Members are required to read, understand and sign the AHBA Code of Conduct at the beginning of their term of service. All copies will be kept on file at the AHBA Office.