

# **Business Professionals of America Board of Trustees Responsibilities**

## **Attendance**

Board Members shall be expected to attend each Board Meeting. If any member misses two (2) consecutive meetings, even though represented by proxy, a vacancy on the Board of Trustees shall be declared. An exception may occur when the Board examines reasons for a member's non-attendance and deems the cause of the absence to be an extenuating circumstance.

The Board of Trustees shall meet via conference calls or other electronic media approximately five (5) times throughout the year, with the dates of the electronic meetings being announced in advance. A minimum of 24-hours advance notice must be given to the Chair of the Board of Trustees if a Board Member is unable to attend the electronic meeting. In the event a Member misses three (3) electronic meetings without giving 24-hours advance notice to the Chair of the Board of Trustees, the Member is subject to removal from the National Board of Trustees. Extenuating circumstances preventing the Member from notifying the Chair of the Board of Trustees will be considered.

## **Committee Assignments**

Board members shall serve on committees (a minimum of one) as appointed by the Chair of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

## **Representation of Classification from which Elected**

Board members shall enter into full discussion and participate in policy decisions that are in the best interest of the national association and eliminate local, state, and personal biases.

## **Meetings**

The Board of Trustees shall meet in person three times per year and via electronic communication, as established by the Chair of the Board. The Executive Committee shall establish places, dates, and times not already pre-established:

- The first meeting (post-national conference) shall be held immediately following the Annual Corporate Meeting
- The second meeting shall be held between June 1 and August 30; and
- The third meeting shall be held prior to the Annual Corporate Meeting.

## **Standing Committees**

The Chair of the Board, in consultation with the Executive Director, shall determine and appoint the Standing Committees which may include but are not limited to:

- Audit Committee
- Finance Committee
- Policies and Procedures Committee
- Programs Committee

- Personnel Committee
- Strategic and Long Range Planning Committee
- Nominating Committee

**Expense Reimbursement**

Legitimate, authorized expenses for attendance at Board meetings may be reimbursed according to the current established policies and procedures.