

Chapter 2

Welcome Board Members

This Section Contains:

- ✚ Board Member Responsibilities
- ✚ Board Service Commitment Pledge

Chapter 2

WELCOME TO THE BOARD OF DIRECTORS!

Congratulations! You have been elected to fill an especially critical position within your State Association. This position will help determine which path the organization follows into the future, and that path should facilitate industry growth, respect, and protection within the state. That is a daunting responsibility. However, it is a responsibility which brings great reward in knowing you are serving the factory-built housing industry and enriching lives with your decisions.

Being a Board member can be challenging work, no matter how long you have served. Your talents and skills will be stretched to the maximum. You may often be asked to learn new skills to become the best Board Member you can be.

This reference manual is designed to answer broad questions about board service, and to provide you with the tools for a successful term.

BOARD MEMBER RESPONSIBILITIES:

- ☑ **Read the Bylaws:** Your first responsibility, as a board member, is to read the Bylaws. A copy of the current Bylaws can be found in **Chapter 8** of this manual.
- ☑ **Setting Policy:** Your primary board function is to fashion policies that ensure this organization is run effectively, legally, and ethically. These policies are building blocks for the Executive Director. The Executive Director is responsible for implementing your policies and managing the organization in accordance with them.
- ☑ **Guiding Long-Range Planning and Development:** The board gives direction to the Association through long-range goals ranging up to five years in the future. When THA conducts a strategic planning session, you will be asked to assess the present and the future needs of the industry and determine how THA fits into that picture.
- ☑ **Raising Money and Monitoring Finances:** As a “trustee” for THA’s money, you are responsible for ensuring it is spent effectively, in delivering programs and services. You are also responsible for looking into the financial future. When you develop or reaffirm the organization’s goals, you must review your ability to pay for your plans.

WORKING COOPERATIVELY WITH OTHER BOARD MEMBERS:

If you cannot work with your peers, then your board will accomplish nothing. It is true in every aspect of board service – meeting efficiency, conflict management, recruitment, and training.

BOARD SERVICE COMMITMENT PLEDGE

I recognize the important responsibility I am undertaking in serving as a member of the Board of Directors of the Tennessee Housing Association (THA). I hereby pledge to carry out the duties and obligations in my role as a board member, in a trustworthy and diligent manner.

MY ROLE:

I acknowledge my primary role as a board member is:

1. to contribute to the defining of the organization's mission, and governing the fulfillment of that mission; and
2. to carry out the functions of the office of an Officer or Director of the Board as stated in the By-laws.

My role as a board member will focus on the development of broad policies which govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Executive Director, who determines the means of implementation.

MY COMMITMENT:

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

I PLEDGE:

1. To establish as a high priority, my attendance at all meetings of the board, committees, and task forces on which I serve.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all provided background material relevant to the topics at hand.
3. To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussions.
4. To always act for the good of THA.
5. To always represent THA in a positive and supportive manner and in all places.

PLEDGE - continued -

6. To observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings.
7. To refrain from intruding on administrative issues which are the responsibility of management, except to monitor the results, and prohibit methods that conflict with board policy.
8. To avoid 'conflicts of interest' between my position as a board member and my personal life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
9. To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
10. To agree to serve on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives. If I chair the board, a committee, or task force, I will:
 - ☒ Call meetings as necessary until objectives are met.
 - ☒ Ensure the agenda and support materials are provided to all members in advance of the meetings.
 - ☒ Conduct the meetings in an orderly, fair, open, and efficient manner.
 - ☒ Make committee progress reports/minutes to the board at its scheduled meetings, using the adopted format.
11. To participate in:
 - ☒ the annual meeting or convention.
 - ☒ self-evaluation programs.
 - ☒ board development workshops, seminars or other educational events which enhance my skills as a board member.

If, for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a Board Member or Officer.