GENERAL BOARD GOVERNANCE GUIDELINES & BOARD MEMBER EXPECTATIONS

The Board exists to govern and serve the organization. Under the law, each Board member must meet certain standards of conduct including duty of care, duty of loyalty and duty of obedience. Each board member is responsible for keeping the overall mission of AHRM in focus and ensuring that the objectives of organization are in alignment with the mission at all times. The Board is also accountable to exercise good stewardship of the organization on behalf of the trust placed in it by the general public, members, volunteers and other stakeholders. Individual members of the Board are elected and/or appointed under the authority of the by-laws and are responsible to those who elect or appoint them. Each Board Member is expected to act in concert with the best interests of the whole while taking the time to understand the diversity of opinion.

PRINCIPLE ACCOUNTABILITIES

1. To ensure legal and ethical integrity. Work in good faith with staff and other Board members as partners toward achievement of organizational goals. Board members must represent un-conflicted loyalty to the interests of the organization.
2. To read, understand and abide by the by-laws of the association, as well as the position description for one's role.
3. To enhance the organization's public image and act as ambassador and advocate for the organization in the community.
4. To be actively engaged and fully participate at board meetings, monthly meetings, in email correspondence, conference calls and all other AHRM activities (i.e. holiday event, workshops, conferences, etc.). To be prepared to actively participate by asking discerning questions, constructively engaging in discussions, and voting according to your convictions.
5. To hold all Board discussions and materials in confidence.
6. To be a good steward of the organization's financial resources. To explore ways to reduce expense, increase income, etc. in order to maintain financial stability and long-term viable success of operations.
7. To participate in strategic planning and succession programs to ensure a smooth transition between boards.
8. To utilize AHRM-provided technology resources (website, Google Drive, etc.) to securely store and access all organizational data. To document processes, vendors, passwords and other critical information required for successful operations.
9. To continuously strengthen initiatives, programs and events to increase membership and membership engagement by developing, approving, executing and monitoring the organization's annual strategic plan.
10. To Stay informed of, and meet all, legal and fiduciary responsibilities, financial position, and legal and tax statuses. May be asked to review the annual budget, audit reports, tax filings, and other contracts or material business documents.
11. Champion efforts to increase membership by inviting guests to attend one meeting at no cost.
12. To attend the State Leadership (presented by Michigan State Council of SHRM) when offered.
13. To attend at least of 80% of Board of Director meetings throughout the year.
14. To attend one seminar, webinar, event, etc. related to core SHRM volunteerism and applies learned concept to current role.
15. Keep assigned sections of the AHRM website up-to-date.
16. Provide newsletter articles and social media content on a monthly basis to the Public Relations Team
17. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
18. Maintain communication with the MISHRM State CLA Directors and necessary
19. Participate in SHRM Core Leadership Area teleconferences/webcasts as needed.

Updated: May, 2024