

BOARD ROLES, RESPONSIBILITIES AND EXPECTATIONS

The expectations of any position on the Board of Directors, on an annual basis are, at minimum, to attend the annual in-person Board Meetings, in-person Board Retreat, annual ASFPM Conference, bi-monthly Board of Director Conference Calls, invitational Chapter/Advisory Council/relevant conferences, to remain an ASFPM member in good standing, to retain ASFPM individual membership, and maintain the qualifications for their board position throughout their term in office. Travel expenses for various events are shared with the Board member.

Officer: Chair (Policy and Procedures Manual as Amended 2/2/2010 and Bylaws as Amended 12/11/2012)

The Chair is the chief elected official of the Association. In that capacity and subject to ASFPM bylaws, the Chair shall:

- Call meetings of the Association and of the Board of Directors and be the presiding officer at such meetings.
- Create, appoint, discharge and serve as a non-voting member of all committees (except the nominating committee).
- Present annual goals and objectives and a budget for approval by the Board of Directors.
- Represent the Association in all matters or as duly delegated by the Board, or delegate such representation to other members or staff of the Association.
- Oversee the day-to-day activities of the Executive Director, who shall oversee all other Association staff. This will include a yearly evaluation of the Executive Director, providing the basis for an evaluation thereof to the Board of Directors.
- Oversee and provide direction to ASFPM Committees, and appoint Committee Chair(s) and/or delegate the oversight of committees to another Board member.
- Perform other duties as are customary to the office and as outlined in the Constitution, Bylaws and this manual or other Board directive.
- The Chair may appoint the Parliamentarian for the Association. The Chair shall provide the Parliamentarian with a copy of the Rules of Order as set forth in the Constitution and the Bylaws of the Association.
- The Chair will serve as a liaison to staff as needed in the implementation of the Whistleblower Protection Policy.

Officer: Vice-Chair (Policy and Procedures Manual as Amended 2/2/2010 and Bylaws as Amended 12/11/2012)

As an elected official of the Association and subject to ASFPM bylaws, the Vice Chair of the Association shall:

- Serve on the ASFPM Board of Directors and fulfill the obligations of a Board member.
- Preside and serve as Chair in the absence of the Chair.
- Assist the Chair in administering the programs of the Association.
- Assume other duties as the Chair and the Board of Directors may deem necessary from time to time.
- Hold quarterly conference calls with the Association Policy Committee Chairs
- Serve as a liaison to the Policy Committees in order to pass along timely information and/or solicit relevant Committees for responses to federal legislative issues and other matters.

Officer: Secretary (Policy and Procedures Manual as Amended 2/2/2010 and Bylaws as Amended 12/11/2012)

As an elected official to the Association, and subject to ASFPM bylaws, the Secretary in cooperation with the office of the Executive Director shall:

- Serve on the ASFPM Board of Directors and fulfill the obligations of a Board member.
- Notify members of all meetings as required by the Bylaws. This function may be delegated to the Executive Office.
- Keep a complete set of the official minutes of all general membership and Board of Director's meetings.
- Establish policies and procedures for keeping official records of the Association including membership lists, resolutions, and the Constitution and Bylaws.

Officer: Treasurer (Policy and Procedures Manual as Amended 2/2/2010 and Bylaws as Amended 12/11/2012)

As an elected official to the Association, and subject to ASFPM bylaws, the Treasurer in cooperation with the office of the Executive Director shall:

- Oversee the administrative oversight for all Association funds in the manner prescribed by the Board of Directors.
- Serve on the ASFPM Board of Directors and fulfill the obligations of a Board member.
- Establish policies and procedures for keeping and disbursing all the funds of the Association as directed by the Board of Directors.
- Establish policies and procedures for maintaining the Association's financial books and distribute a quarterly financial statement to the Board of Directors.
- Establish policies and procedures for causing an annual audit of Association finances to be prepared.
- Establish policies and procedures for preparing and submitting a federal tax statement to the Internal Revenue Service.

Regional Directors (Policy and Procedures Manual as Amended 2/2/2010).

Regional Directors are designated individuals representing the members of ASFPM within the geographical areas that correspond to the delineated regions in the ASFPM by-laws. Subject to ASFPM bylaws, regional Directors shall:

- Serve on the ASFPM Board of Directors and fulfill the obligations of a Board member.
- Conduct regional meetings as necessary and at the request of regional members.
- Attend when invited and when possible the NFIP coordinators meeting for their region.
- Solicit, compile and present the interests and concerns of their regional members, state and local officials, state NFIP coordinator, and State Hazard Mitigation officer as deemed appropriate to the ASFPM executive staff, Board of Directors and to FEMA regional offices.
- Disseminate ASFPM information to regional members as necessary.
- Promote the goals of the Association within their region, recruit new members and encourage active participation in the Association of its members.
- Prepare once a year a report summarizing significant issues within the region for publication at the annual meeting and on the Association's web site and membership Directory.
- In coordination and collaboration with the Chapter Director(s) attend or gather information as needed from ASFPM Chapter and Association conferences, meetings, workshops, and other relevant gatherings within your region.
- In coordination with the ASFPM Chair and Executive Office attend or gather information as needed from gatherings of other organizations within your region that share similar goals and missions as the Association. Travel costs are subject to the ASFPM financial procedures.

Chapter District Directors (Policy and Procedures Manual as Amended 2/2/2010)

Chapter Directors are designated individuals representing state or multi-state chapters and associations. Subject to ASFPM Bylaws, the Chapter Directors shall:

- Serve on the ASFPM Board of Directors and fulfill the obligations of a Board member.
- Solicit, compile and present the interests and concerns of the chapters and Associations to the Board of Directors.
- Disseminate ASFPM information to regional members as necessary.
- Disseminate ASFPM information to the chapters and associations.
- Promote the goals of the Association, recruit new members and encourage active participation in the Association of its members, chapters and associations.
- Prepare a report once a year for publication at the annual meeting and to post to the ASFPM website, summarizing significant issues among the chapters and associations in their district, efforts made to help established state and regional associations to become chapters, and efforts made to assist emerging floodplain associations.
- Collaborate and when possible attend or gather information as needed from ASFPM Chapter and Association conferences, meetings, workshops, and other relevant gatherings within your region.
- In coordination with the ASFPM Chair and Executive Office attend or gather information as needed from gatherings of other organizations within your region that share similar goals and missions as the Association. Travel costs are subject to the ASFPM financial procedures