

## **Job Description – Director-at-Large**

### **Alliance of Hazardous Materials Professionals**

Category: Volunteer

Immediate Supervisor: President

Subordinates: None

Effective: 01-12-07

General – There are two primary duties associated with the At-Large Director position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD). The second duty is to complete assigned tasks and special projects as directed by the President.

#### I. Detailed

##### A. General Performance Requirements

1. At all times, fulfill the requirements of the CHMM Code of Ethics.
2. Maintain decorum of respect and professionalism at all times.
3. Know and understand the organization's mission, vision, goals, policies, programs, services, strengths, and needs.
4. As an emissary to the world, represent the BoD and AHMP from a position of integrity and honorability.
5. Act in utmost good faith for the benefit of AHMP and not for his/her own good.
6. Promote AHMP mission in the community, business and other contacts.
7. Follow trends in AHMP's field of interest and assist the organization to address them.
8. Recognize and address the needs of AHMP membership.
10. Willingly undertake assigned task and special projects.
11. Conduct all activities efficiently and in compliance with all procedures, policies and rules.
12. Support processes for productive discussion of issues and ideas.
13. Review and act upon the reports and recommendations from AHMP Committees and general membership.

##### B. Specific Performance Requirements

1. Perform tasks and special projects as assigned by the President.

#### II. Time Management and Accountability

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- A. Calendar and Deadlines
    - 1. Respect BoD calendar and deadlines, including those listed in the Board Book.
  - B. Paperwork and Administration Duties
    - 1. As often as necessary, complete expense reports and submit them to the national office for reimbursement in accordance with the reimbursement policy and procedure (POL-05-001 and PRO-04-002).
    - 2. Submit items for consideration 10 days prior to the monthly EC meeting agendas and 30 days in advance for quarterly BoD meeting agendas in conjunction with the Executive Director and President.
    - 3. Complete and submit for BoD review copies of all Chapter Trip Reports using the prescribed form.
    - 6. File other reports as directed by the President or the Board of Directors.
  - C. Time Commitment
    - 1. In addition to quarterly BoD meeting, commit no less than 8 hours per month to this position.
    - 2. Attend four (4) BoD face-to-face meetings and at least one teleconference meeting in the mid-summer.
    - 3. Attend voting, or important issue teleconferences as they arise.
- III. Meetings
- A. General
    - 1. Prepare for and attend all BoD face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, including the meetings associated with the annual conference and leadership workshop.
    - 2. Contact the President (another officer or the national office in the absence of the President) as early as possible to provide notice of your inability to participate in any meeting.
    - 3. While participation in all meetings is expected, prompt notification of planned absences to the meeting chair is required.
    - 4. Promote prompt but effective decision-making.
    - 5. Arrive on time, and show respect for the time invested by all BoD members.
    - 6. Maintain confidentiality of the BoD meetings.
    - 7. Suggest agenda items periodically for BoD meetings to ensure that

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significant issues of concern to AHMP are addressed.

8. Follow Robert's Rules of Order Lite (RROL) when question of parliamentary procedure arise.

### B. Chair

1. None assigned, unless by the President.

### C. Membership

1. None assigned, unless by the President.

## IV. Other Duties

### A. Fiduciary Responsibility

1. Exercise prudence with the BoD in the control and expenditure of funds.
2. Faithfully read and understand the organization's financial statements and otherwise help the BoD to fulfill its fiduciary responsibility.
3. Manage AHMP finances in accordance with the AHMP Operating Plan policy and procedure (POL-01-001 and PRO-01-001).

### B. Fundraising

1. Give an annual gift according to your personal means (direct financial or in-kind).
2. Strive to be personally responsible for bringing in donations to the organization on an annual basis; this could be in direct contribution (personal check), donation via member's company or organization, sponsorship for conference or other program, grants or contracts, recruitment of members to AHMP, or in-kind services such as donation of training or other professional services.
3. Assist in implementing fund raising strategies through personal influence with potential funding sources.

### C. Membership

1. Actively recruit new members to AHMP by promoting the benefits of membership in appropriate settings.
2. Continuously evaluate opportunities for succession planning and nominate individuals for Executive, Board, or committee positions.

### D. Strategic Planning

1. Along with the EC and BoD develop and establish AHMP policy.
2. Institute Committees as necessary for conducting the affairs and activities of the AHMP.

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3. Participate in strategic planning and act on matters of long range importance.
  4. Participate in funding development activities to enable the AHMP to implement long-term strategic plans.
- E. Requirements for Position
1. AHMP member in good standing.
  2. A qualified candidate for the position of At-Large Director shall have served as a member of another Board of Directors for at least one year, has a skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an AHMP Committee Chairperson or officer of an AHMP Chapter.

I, \_\_\_\_\_, having read the above statement of roles and responsibilities for members of the Board of Directors of AHMP, do hereby commit to meet these expectations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date