



## Academy of Certified Hazardous Materials Managers, Inc.

### JOB DESCRIPTION

Effective: 01-12-07

Category: **Volunteer**  
Job Title: **At-Large Director (3-year term)**  
Immediate Supervisor: **President**  
Subordinates: **None**

### Job Description:

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 the organizations mission, vision, goals, policies, programs, services, strengths, and needs.
4. As an emissary to the world, represent the BoD and ACHMM from a position of integrity and honorability.
5. Act in utmost good faith for the benefit of ACHMM and not for his/her own good.
6. Promote ACHMM mission in the community, business and other contacts.
7. Follow trends in ACHMM's field of interest and assist the organization to address them.
8. Recognize and address the needs of ACHMM membership.
9. Clearly communicate expectations of other BoD and/or Committee members to the best of your ability to fulfill their expectations.
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 ACHMM Committees and general membership.
14. Review Job Description annually to ensure it is up-to-date and accurately reflects any new or deleted duties.
15. Perform other duties as mandated by the voting membership or deemed essential to the affairs of ACHMM.

B. Specific Performance Requirements

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

II. Time Management and Accountability

A. Calendar and Deadlines

1. Respect calendar and deadlines, including those listed in the Board Book and generated by the ACHMM Editorial Team (AET).

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.
4. Submit reimbursable expenses to ACHMM office using the prescribed form.
5. Provide articles to the AET as directed by the Editorial Calendar.
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.

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 significant issues of concern to ACHMM 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 ACHMM finances in accordance with the ACHMM 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 ACHMM, 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 ACHMM 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, determine ACHMM policy, including interim policies, when necessary for the proper guidance of ACHMM business.
  - 2. Institute Committees as necessary for conducting the affairs and activities of the ACHMM.
  - 3. Participate in strategic planning and act on matters of long range importance.
  - 4. Participate in funding development activities to enable the ACHMM to implement long-term strategic plans..
  
- E. Requirements for Position
  - 1. ACHMM 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 ACHMM Committee Chairperson or officer of an ACHMM Chapter.

F. Benefits

All benefits afforded to volunteers of the ACHMM by policy (POL-05-001 and PRO-04-002) or otherwise.

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

Signed:

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Insert Individual's Name Here