



## NGB Position Descriptions

### **Expectations of the National Governing Board as a Whole**

*AGA is a professional association advancing accountability, transparency and leadership by promoting education, certification, innovation and collaboration across all levels of government and to stakeholders. As the highest leadership body of the organization and to satisfy its fiduciary duties, the NGB is responsible for:*

- determining the mission and purposes of the organization
- promoting diversity and inclusion
- selecting and evaluating the performance of the CEO
- setting strategic direction for the organization
- ensuring strong fiduciary oversight and financial management
- maintaining AGA's Bylaws and Code of Ethics
- determining Association policies and procedures
- fundraising and resource development
- promoting AGA's programs and services
- reviewing all actions and programs of National Boards, Committees, Councils and Task Forces
- seeking input from the National Council of Chapters and Past National President/Treasurer Council on major governance decisions
- enhancing AGA's public image
- assessing its own performance as AGA's governing body
- representing the best interests of the AGA membership and the profession

**Director**      *(All directors have these common responsibilities in addition to the items identified specific to their roles. Directors include all members of the National Governing Board: President, President-Elect, Treasurer, Treasurer-Elect, Directors (for Chapters), Directors At-Large, PCB Chair, CPAG Chair)*

1. Is a member of the National Governing Board (NGB).
2. Understands the organization's mission, policies, programs, and needs.
3. Carefully reads and understands the organization's financial statements.
4. Serves as an active advocate and ambassador for the organization (promoting value of AGA, influencing employers, building relationships with employers and universities).
5. Promotes and supports the programs and activities of the Association (i.e., membership, CGFM, Intergovernmental Partnership tools, trainings, research/thought leadership).
6. Identifies potential partnerships and leverages connections, networks, and resources to help achieve AGA's mission and benefit AGA's reputational standing.
7. Prepares for and attends board meetings; carefully reviews materials sent in advance of meetings; actively participates in the deliberations and decisions of the NGB.
8. Provides positive and constructive feedback internally, and positive representation externally.
9. Is an active participant in the Board's evaluation and planning efforts.
10. Communicates to the membership relevant and appropriate national issues as deemed necessary and as requested by the National President.
11. Solicits input on current issues from the membership; presents and discusses recommendations, suggestions, and concerns brought to their attention.
12. Attends their respective annual chapter leadership training meeting to meet and network with chapter leaders and refine and apply personal leadership skills.
13. Speaks at chapter and partner organization events as requested.
14. Participates on subcommittees, boards, committees or task forces as needed; reports to and obtains input from the NGB on committee actions as appropriate.
15. Supports and mentors members interested in serving in AGA leadership positions.
16. Follows the organization's bylaws and policies.
17. Signs an annual conflict-of-interest disclosure statement and updates it during the year if necessary; discloses potential conflicts before meetings and actual conflicts during meetings.
18. Gets to know other Board members and builds a collegial working relationship that contributes to consensus.

## **National President**

In addition to the responsibilities outlined in the Director job description, the National President:

1. Is an officer and the chair of the National Governing Board (NGB).
2. Is a partner with the Chief Executive Officer (CEO) in achieving the organization's mission:
  - ensuring that the NGB is fully informed on the conditions and operations of the Association
  - overseeing the CEO's implementation of NBD directives and implementing Association policy
  - discussing with the CEO issues confronting the organization.
  - reviewing with the CEO any issues of concern to the Board, serving as a liaison between the Board and the CEO.
3. Provides leadership to the NGB, who sets strategic direction and to whom the CEO is accountable; facilitates NGB's role in strategic planning.
4. Presides at meetings of the NGB, working with the CEO and staff to set the agenda.
5. Directs the NGB's efforts in identifying and addressing emerging issues.
6. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
7. Monitors and evaluate the progress, performance and effectiveness of all programs.
8. Engages and consults with the National Council of Chapters and Past National Presidents and Treasurers Council to address emerging Association issues.
9. Establishes boards, committees, task forces and councils ('committees') as needed to assist the NGB in carrying out the organization's mission.
10. Appoints chairs and members of AGA committees in accordance with the National Bylaws.
11. Delegates duties at his/her discretion to other officers and members of the NGB and committee chairs in keeping with approved programs and AGA policies.
12. Serves ex officio as a member of committees and attends their meetings when appropriate.
13. Leads the NGB in the performance evaluation and compensation of the CEO.
14. Acts as a spokesman for the Association to members, chapters, governmental agencies, related organizations, and the press.
15. Travels as possible to visit chapters, participating in their conferences and monthly meetings and providing chapter support.
16. Calls special meetings if necessary.

## **National President-Elect**

In addition to the responsibilities outlined in the Director job description, the National President-Elect:

1. Is an officer and vice-chair of the National Governing Board (NGB).
2. Understands the responsibilities of the National President and able to perform these duties when the President cannot be available (see National President Job Description).
3. Works closely with the National President and CEO.
4. Chairs the National Council of Chapters (NCC); brings issues and ideas from chapters to the NGB and communicates key initiatives of the NGB to the NCC.
5. Plays a key role at both east and west annual chapter leadership training meetings, orienting chapter leaders to their year ahead.
6. Travels, as possible, to visit chapters, participating in their conferences and monthly meetings and providing chapter support.
7. Accepts responsibilities and assignments delegated by the National President, such as representing the National President with allied organizations and any other duties appropriate to the presidency.
8. Assists the National President in appointing chairs and members of AGA boards, committees, councils and task forces, in accordance with the National Bylaws.
9. Assists the CEO in conducting new Board Member orientation.
10. Serves ex officio as a member of committees and attends their meetings when appropriate.
11. Assumes the presidency at the conclusion of his/her term; provides continuity of programs and goals and objectives established by the NGB and implemented by the CEO.

## **National Treasurer**

In addition to the responsibilities outlined in the Director job description, the National Treasurer:

1. Is an officer of the National Governing Board (NGB) and Chair of the Finance and Budget Committee (FBC).
2. Is responsible for providing oversight for the Association's financial affairs.
3. Represents the best interests of the membership regarding fiscal responsibility, the Association's financial soundness and the prudent application of funds in keeping with the goals and objectives established and implemented by the NGB.
4. Monitors the financial status of the Association and informs the NGB of any issues regarding its financial management.
5. Manages, with the FBC's support, the NGB's review of and action related to the Board's financial responsibilities.
6. Works with the Director of Finance & Administration to set the annual schedule and agenda for FBC meetings. Presides over the monthly FBC meetings.
7. Works with the CEO and Director of Finance & Administration to ensure that appropriate financial reports are made available to the NGB on a timely basis.
8. Ensures the annual budget is prepared by the CEO in accordance with Association policy and assists the National Treasurer-Elect in presenting the budget to the NGB for its approval.
9. Provides input to the annual budget to support the National President's initiatives/priorities.
10. Reviews the annual audit and answers NGB member questions about the audit.
11. Makes available the report on the Association's financial condition for posting following completion of the annual audit by the independent auditors.
12. Supervises the FBC in the conduct of an annual compliance review of the Association's policies and procedures and prepares an annual assertion package to the President and NGB.
13. Ensures the development and Board review of financial policies and procedures.
14. Informs the membership on the Association's financial condition annually.
15. Serve as the Association's spokesperson on financial matters.

## **National Treasurer-Elect**

In addition to the responsibilities outlined in the Director job description, the National Treasurer-Elect:

1. Is an officer of the National Governing Board (NGB) and Vice-Chair of the Finance Committee.
2. Assists the National Treasurer in performing all of his/her assigned duties and responsibilities.
3. Works closely with the Treasurer, the CEO and Director of Finance and Administration to ensure that appropriate financial reports are made available to the Board on a timely basis.
4. Represents the best interests of the membership regarding fiscal responsibility, the financial soundness of the Association, and the prudent application of funds in keeping with the goals and objectives established and implemented by the NGB.
5. Understands the responsibilities of the National Treasurer and is able to perform these duties when the Treasurer cannot be available (see National Treasurer Job Description).
6. Presents the annual budget to the NGB for approval, working with the National Treasurer to ensure the budget is prepared in accordance with Association policy.
7. Becomes familiar with all aspects of the financial management of the Association in preparation for his/her term as National Treasurer.
8. Assumes the National Treasurer position at the conclusion of his/her term; provides continuity of financial oversight.

## **Director (for Chapters)**

In addition to the responsibilities outlined in the Director job description, the Director (for Chapters):

1. Actively participates in National Council of Chapters meetings, programs and activities.
2. Represents ALL chapters and members, bringing issues and ideas from NCC and chapters to the NGB.
3. Participates in their respective annual chapter leadership training meeting, mentoring and guiding chapter representatives and engaging with National Council of Chapters members.

## **Director At-Large**

No additions to the responsibilities outlined in the Director job description.



## **Professional Certification Board (PCB) Chair**

In addition to the responsibilities outlined in the Director job description, the PCB Chair:

1. Actively leads the Professional Certification Board per the Board's charter. Reports to and obtains input from the NGB on committee actions as appropriate.

## **Corporate Partner Advisory Group (CPAG) Chair**

In addition to the responsibilities outlined in the Director job description, the CPAG chair:

1. Actively leads the Corporate Partner Advisory Group per their charter. Reports to and obtains input from the NGB on committee actions as appropriate.