

MINNESOTA SALON AND SPA PROFESSIONAL ASSOCIATION

BOARD JOB DESCRIPTIONS

The primary roles of a member of the Board of Directors are to contribute to the development of the organization's mission and to participate in governing the implementation of that mission by:

- (1) linking with members,
- (2) creating policy,
- (3) monitoring results.

A Board Member commits to carrying out the following duties as a Director with integrity, due care, and enthusiasm.

1. Attend all scheduled board meetings, including an annual orientation.
2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
3. To represent the organization in a positive and professional manner at all times and in all places and to serve as an ambassador for SSPA with staff and other salon professionals.
4. To observe the parliamentary procedures outlined in Roberts Rules of Order and manifest collegial conduct in all meetings attended.
5. To refrain from intruding in the administrative areas that are the responsibility of staff unless necessary due to failure of policies established by the Executive Limitations.
6. To avoid conflicts of interest between my personal and professional obligations. If such a conflict does arise, the Board member must declare that conflict before the Board, refrain from participating in the discussion and refrain from voting on any such matters in which a conflict of interest has been identified.
7. To maintain strict confidentiality of all business discussed at meetings of the Board of Directors, disclosing to others only such information the Board authorizes as appropriate for membership or public dissemination.
8. To support in a positive manner all actions taken by the Board of Directors even when in a minority position on such actions.
9. To support the organization through participation in association programs.
10. To serve on at least one committee.
11. To provide 'heads-up' warning on potential industry issues and industry trends.
12. To monitor and evaluate Executive Director on progress towards ends, and executive limitations.
13. To approve and monitor budget and allocate resources.
14. To respond immediately to emails and ballots from the staff or other board members.