



## **Expectations & Duties of LCBA Board of Directors**

Everyone who serves on the LCBA Board of Directors is expected to participate in the following manner:

### **Attendance:**

Directors are expected to attend monthly Board meetings. Each Director is asked to designate an alternate who may attend in the Director's absence. Directors should keep their alternates sufficiently informed of LCBA activities so that they may vote knowledgeably. Directors or their alternates should attend at least 90% of the Board meetings each year (one absence). Directors or their alternates are also expected to regularly attend the meetings of the committees they are on.

### **Committee Participation:**

Every Director is expected to serve on at least one committee and regularly attend 75% of the meetings of that committee. Directors are also expected to contribute to the program(s) of work of the committee(s) they are on.

It will serve LCBA well if Directors will volunteer to chair or co-chair a committee whenever possible and it is hoped that they will do so.

### **Fund Raising:**

LCBA cannot function without the private sector funds solicited from the community. Unless ethics or conflicts of interests are factors, Directors are expected to fully participate in raising funds for LCBA. That includes personal contact with current and potential members throughout the year and during fund drives. Directors are also expected to participate in other associated activities during fund drives.

Directors or the private sector entities they are associated with should be the first LCBA members to commit financially to the fund drive before contacting other members.

Directors are encouraged to bring new members to the organization on an ongoing basis when the opportunities present themselves. Directors are also encouraged to participate in any activities outside of the general fund drive that are related to enrolling new members.

Any participation above and beyond these guidelines is not only welcome and appreciated but will strengthen the organization and its image.