



Central California Chapter Board Member Role Description

Title: Chapter Board Member

Objective: The Board determines the policies and direction of the Chapter within the limits of the Chapter Bylaws, other guidelines that may be set forth by the Operations Committee of SCTE, and any other limitations lawfully imposed by the SCTE National Board of Directors

Responsibilities:

- Board members are responsible for electing the chapter’s officers, approving and monitoring the annual budget, assisting the President in coordinating and directing chapter operations and activities, and implementing guidelines that may be set forth by the Operations Committee of the SCTE.
- Board members are required to attend four regular and any special board meetings (conference call-in available).
- Acceptance of all specific assignments dictated by action taken at board meetings is expected
- Board Members shall attend and play an active part in all chapter meetings; monitor progress of chapter’s goals and objectives; enforce the chapter bylaws; manage the activities of committees that report directly to them, identify and implement services for chapter members, keep current with SCTE chapter services, and promote the mission of SCTE locally.
- Supporting and defending all policies and programs adopted by the Board of Directors.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; ability to delegate. Possess strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.), and have the ability to delegate.

Average Time Commitment: Seven – nine hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4 Leader Meetings (MSO/Other) & 1.5 hours each | 6 hours |
| • Committees [???? Depends on structure/work] | 18-24 hours |

Measure of Success: Completion of goals, new members are recruited and retained, problems are handled in a timely manner, board and committees are active and growing, available to other officers and committee members, meetings are held efficiently, good team spirit.

Benefits: Gain experience in building and working with committees, play a key role in shaping the chapter’s future, an opportunity to network on different levels, gain recognition, improve meeting management skills, and gain experience that can be used on the job. The board is a stepping stone to all Chapter Officer Positions.