



Educate, Connect, Inspire
Massachusetts Computer Using Educators

Board Member Responsibilities Policy

Amended: February 12, 2020

MassCUE's Board of Directors is a group of elected or appointed volunteers who understand that this is a working Board and willingly accept the responsibilities:

- Attend and actively participate in at least 70% of monthly Board meetings, including winter and summer retreats. A majority of time at a meeting is required to fulfill this requirement.
- Ten regular monthly meetings are held from September through July, except for the month of the Fall Conference.
- Face to Face meetings require a member's physical presence at the venue.
- Any Director may opt to attend face to face meetings online for any reason - drive time, family issues, health, or whatever the Director in good conscience has determined to be an acceptable reason.
- Online meeting guidelines:
 - Be attentive and actively participate during the meeting.
 - Be in an environment that is distraction free.
 - Conduct yourself as you would at a face to face meeting.
- A Board member who has exceeded the number of absences, or who requests more than the allowed number of absences, may present their case to the Executive Director. During closed session, the Executive Director will explain the case to the Board who will decide with a majority vote if the need was/is extreme and unavoidable, therefore, not warranting removal from the Board. The Board member will not be present during Board discussion and voting on the matter.
- Prepare for meetings
 - Provide Board members with pertinent reports and documents at least five days prior to the next scheduled meeting.
 - Read and think about pertinent reports and documents provided to Board members prior to the meeting.
 - Read the Agenda.
 - Follow the Board's Code of Conduct.
- Actively chair a committee or take the lead of a subcommittee with a similar time commitment or chair 2 committees that only convene for part of the year and don't have overlapping time commitments, and abide by the Committee Procedures. Co-chairs must distribute the work equitably. Coordinators manage the assignment they are charged with.

- • Attend and work at the fall conference as coordinated by the Conference Committee.
- • Attendance at the spring conference requires volunteering for a duty.
- • Participate in other tasks as they arise.

A Board member who experiences changes in their professional or personal obligations, and who can no longer fulfill the responsibilities of the Board, should submit a letter of resignation to the MassCUE President.

Failure to abide by this policy may result in dismissal from the Board, as defined in the Bylaws.

