



## Chapter Board Responsibilities

**Board** members should be provided with a clear job description, orientation to the work of the organization and ongoing training, and should fully understand their roles and responsibilities to the chapter, the public and REIC.

**Board** members should understand the content and significance of the chapter's financial statements and audit. (if applicable)

**Boards** should hold quarterly meetings (at a minimum) and expect regular attendance of members.

**Boards** are responsible for keeping suitably informed so they can actively participate in decision making processes.

**Boards** should organize committees as needed to effectively structure their roles and responsibilities.

**Not-for-profit** board members are responsible for making decisions in the best interest of the chapter/REIC and no other party, including themselves. Each Board should have a conflict of interest policy that includes a disclosure form, which is signed by board members annually, and procedures for managing conflicts of interest and handling situations in which public and private interests intersect.

**Not-for-profit** board members are responsible for upholding the chapter's and the association's mission and using its resources wisely and in accordance with the law.

**Board** members are responsible for fully understanding their legal and fiduciary obligations and carrying out their responsibilities to the chapter and REIC in the following areas:

- Planning and policy approval on the chapter level
- Fundraising and planning chapter meetings
- Financial management
- Member communications

**The** Board of Directors, led by the Board President, should annually evaluate itself through a survey to the board members and a subsequent discussion of the results with an eye toward improving governance practices.

**Board** members should receive no monetary compensation for their board duties other than reimbursement for board-related expenses as decided upon by each chapter board.

**Board** members must attend board meetings and should not miss more than two (2) consecutive scheduled meetings. Notification must be made to the President of any meeting not attended.

**Board** members are expected to read the relevant material and actively participate in all meetings attended.

**Fiduciary** duty encompasses the duty of good faith and fair dealing.

**Chapter** directors must ensure that an adequate paper trail is maintained (meeting minutes, documentation submission to REIC National).