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### **Board Member Expectations:**

Use this template to help establish clear expectations for your new board. Add and subtract from this as needed, but this gives an idea of what may be important to include when kicking off your new board. It is something you can build into a volunteer contract so that board members understand at the beginning of the year what their entire job entails.

1. Read your Job Description in the Constitution and Bylaws and plan to fulfill all the requirements listed in your specific title. In addition:
  - Attend the Monthly Board Meetings. (*Understand the number of board meetings you can miss prior to being asked to step down as listed in the bylaws.*)
  - Fill out your monthly Board Report
  - Get up to speed on Roberts Rules of Order
  - Read and understand the current Constitution and Bylaws, including your club's Conflict of Interest policy
  - Read and respond to your Club email address
  - Respond to all invites for meetings/committees
  - Do not spend any more money than your position budget allows.
  - Fill out the appropriate reimbursement request to receive any payment back from the Club
  
2. Understand that as a Board member you are a part of a team. You also have duties to the Board and the Club outside of your specific Job Title. Be prepared to assist/serve in other capacities as listed here:
  - Attend every monthly event and pitch in as needed with set up, tear down, welcome committee, etc.
  - Serve on the committees as listed in your Job Description. (Community Giving, Scholarship, Fundraisers, Community Events, etc.)
  - Interact on our Social Media pages, posting, sharing, liking, etc. encourage connections with our members and potential members.
  - Publicize the club at every opportunity to increase membership and increase awareness to reinforce positive perceptions about spouses' clubs. (use the "[Club Marketing](#)" Ideas to help)



# COUNCIL

FOR MILITARY SPOUSE CLUBS

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3. If for some reason you are unable to attend a meeting, please let someone know and share the required information (board report, update on an event, status on a project, etc.)
  4. Volunteer to assist or fill volunteer slots at every major club event – fundraisers, annual socials, community involvement, etc. if you are not already serving on that committee.
  5. Log your volunteer hours at least once a month. As a volunteer organization, it is important that we track the hours we donate to our community.
  6. Be sure to promote an inclusive community within the board and the club. Treat each other with respect and encourage all viewpoints in decision-making. Create a DEI statement for your organization. See the Council’s DEI statement here for reference.  
[“CMSC DEI Statement”](#)
  7. Represent the Club in a professional manner and market the organization whenever you have the opportunity.

## Board Meetings:

1. Board reports need to be turned in by \_\_\_\_\_ the week prior to the Board Meeting.
2. The board reports will be condensed into one read ahead packet – please be sure to read it in advance.
3. Board Meetings will be held with the format of:  
Old Business / New Business / Board Reports for things that need to be discussed only.  
\*No need to take up time talking about what is already written and read in the board report. *(Or write in here the format that your board uses – this is just an idea)*
4. As mentioned above, if you cannot attend the Board Meeting, please let someone know and have someone speak on your behalf.