



## International Board Member Role Responsibilities

Provide necessary oversight and strategic direction in order to ensure proper balance of priorities and focus on deliverables/actions for the long-term financial stability and success of the association.

### CHAIRMAN:

- Responsibilities:
  - Publicly champion MESA's cause, speak on behalf of MESA's global constituents, and provide guidance and overall organization to the International Board.
  - Lead the International Board and association to achieve MESA's mission and goals
  - Serve as the Chairman of MESA's Executive Committee
  - Oversee the work of MESA's President, Executive Director and Staff.
  - Plan agendas, coordinating with the officers and staff, as well as moderate all Executive Committee and International Board meetings
  - Chair the MESA Initiatives Sub-Committee

### VICE CHAIRMAN

- Responsibilities:
  - Publicly champion MESA's cause and speak on behalf of MESA's global constituents
  - Collaborate with the Chairman to guide association focus and resource allocation
  - Serve as Vice Chairman of MESA's Executive Committee
  - Oversee all regional board activities to ensure coordination of activities and global balance
  - Chair important sub-committees and board initiatives (other than the ones already driven by the Chairman)

### TREASURER:

- Responsibilities:
  - Monitor the financial health of the association and implement necessary financial policies, procedures and systems to ensure long-term financial stability
  - Serve as Treasurer on MESA's Executive Committee
  - Oversee the development of the annual budget
  - Monitor monthly financial reports and communicate areas of concern or recommendations to the Executive Committee and International Board.
  - Ensure the preparation of monthly cash forecast reports (typically prepared by the finance committee supported by MESA staff) and provide direction for ensuring adequate cash balances
  - Provide financial reports on Executive Committee and International Board calls
  - Chair Finance Committee
  - Responsible for the approval or disapproval of any budget request brought forward outside of the approved annual operating budget

### **IMMEDIATE-PAST CHAIR:**

- Responsibilities:
  - Serve as Immediate-Past Chairman on MESA's Executive Committee, ensuring a seamless transition of leadership
  - Chair the Leadership Development Committee - responsibilities to include determining policies for board structure, participation guidelines, membership requirement, succession, continuity, etc.
  - Rally support internally and externally for the association, ensuring a healthy pipeline of Board members and Officers
  - Monitor board member performance against expectations through coordination with volunteer leaders of all boards

### **EXPECTATIONS for ALL board members:**

- Commit to serve in current position for 2 years from election
- Participate in at least 75% of all board meetings
- Advocate the value and mission of MESA throughout industry, providing feedback to MESA about how well that meets the constituents' needs
- Audit strategic plan and annual goals for the association and monitor the organization's progress
- Monitor financial health of the association and ensure financial responsibility with budget planning and spending
- Contribute time, marketing insights, business leadership, thought leadership, organizational support and other resources to further the aims of the organization
- Board members must effectively engage their organization and their organization's networks, where possible and appropriate. For example:
  - Board members are expected to coordinate additional representatives from their company to serve on multiple MESA committees, working groups and special interest groups
  - Board members are expected to engage their business leadership to ensure broad support for MESA within their organization
  - Board members are expected to negotiate their company's financial support of MESA membership fees, events and programs, including sponsorships, attendance, and participation
  - Board members are strongly encouraged to engage partners, customers and suppliers, as appropriate, to become MESA members and support MESA and its activities
  - Board members are encouraged to promote MESA's Global Education Program, coordinate company employee participation in GEP events, host on-site programs, and promote the GEP to customers/prospects and other business partners
  - Board members are expected to promote the vast array of content available in our Resource Library, how it can be used to benefit an organization, and promote it as a membership benefit
  - Board members are encouraged to engage their marketing teams with MESA to promote one another's programs, participate with MESA's Marketing Committee, and encourage company participation in all MESA activities/committees

### **Board Member Dismissal Policy**

Failure to meet the criteria as outlined in this Responsibilities document may result in dismissal upon review by the Board. Additionally, should any member of the Board of Directors:

- be absent from more than 25% of the meetings in a calendar year
- allow their membership in MESA to lapse for more than 3 consecutive months

that Director may be prohibited from further serving on the Board by a majority vote of the Board of Directors.