## NASBLA Executive Board Position Description - Member-at-Large

**Term:** Three Years, May be to two full terms

The Executive Board serves as the policy making body of NASBLA. The election of the Member-at-Large is based on outstanding qualifications, unselfish dedication, and a willingness to serve the profession. All Members-at-Large are charged to serve in the best interests of the entire membership and the profession. They are committed to the development and implementation of the NASBLA strategic plan.

Each Member-at-Large on the Board serves as a leader in motivating support for established policy, serves to develop new policy and serves to obtain support for NASBLA’s programs. A Member-at-Large should provide an objective point of view in open discussion on issues affecting the membership and the profession. He or she would thoroughly analyze each problem considered, vote responsibly, and then support those actions adopted by majority vote. Individually, each member of the Board is considered a representative for NASBLA and represents the integrity, dedication, and loyalty to established policy.

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<thead>
<tr>
<th>Major Responsibilities and Accomplishments</th>
<th>Duties</th>
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| **NASBLA business and processes managed**   | - Serves as a member of the Executive Board.  
- Attends all meetings of the Executive Board and membership.  
- Supports, explains and promotes all policies and programs adopted by the Executive Board.  
- Promotes interest and active participation in NASBLA on the part of members and potential members.  
- Serves on the Nominations Committee  
- Serves on one of the following committees: Finance/Audit, Governance or Resource Development |
| **NASBLA goals and objectives developed and accomplished** | - Keeps informed on the conditions and operation of NASBLA.  
- Works with other Board members to:  
  o Establish NASBLA Goals and Objectives.  
  o Establish, approve and determine the priority of existing and proposed programs that will benefit NASBLA membership and the profession.  
  o Set policy for NASBLA. |
| **Enables committee and task force work to be accomplished** | - Acts as liaison between the board and one or more committees/task forces. Acts as the board’s voice to the committee, and the committee’s voice to the board.  
- Assists committee chair with finding committee members, recognizing contributions, and ensuring that the work done accomplishes the Board’s strategic intent in establishing the committee/task force.  
- May participate on a special short-term task force to complete specific assignments of Board (example: rewriting Position Descriptions or committee charters). |
Together with other board members:
- Reviews data on the needs of the membership of NASBLA.
- Evaluates and prioritizes existing programs that will benefit these constituents.
- Approves, establishes and funds proposed programs that will benefit these constituents.

### Estimated Time Required

<table>
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<tr>
<th>Function/Activity</th>
<th>Typical Time Required</th>
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<tr>
<td>Board Meetings</td>
<td>4 meetings per year requiring travel (Meetings typically last one to two days, plus travel time).</td>
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<td>Annual Conference</td>
<td>The week of the conference plus a Board meeting the day before and day after the conference.</td>
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<td>Preparation for Board meetings</td>
<td>2 to 3 hours per meeting</td>
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<td>Liaison work with assigned committees</td>
<td>2 to 3 hours per month.</td>
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<td>Other NASBLA related activities:</td>
<td>Time will vary depending upon type of requested activity</td>
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August 2, 2005