Interagency Committee of State Employed Women (ICSEW)

Policy No.: 130

Policy Name: Board Member Responsibilities

PURPOSE

This policy outlines the expectations and responsibilities for ICSEW board members.

SCOPE

This policy applies to all ICSEW board positions. Article V of the ICSEW Bylaws defines a board member as the Executive Chair, Vice-Chair, Treasurers, Executive Secretaries, and standing and ad-hoc Subcommittee Chairs.

POLICY

All board positions, with the exception of the Executive Chair, have “co” positions.

The responsibilities of board members include:

- Attendance at every board meeting.
  - If they cannot attend, ensuring that their “co” position will be present.
  - If neither board member can attend, designating a backup person to attend in their absence.
  - Board members who did not attend the meeting must review the meeting minutes and discuss with their “co” position or delegate any action items assigned to them or to their sub-committee/role.
  - For special projects or ad-hoc sub-committees, board meeting attendance only applies if the project is active and requires input to/from the board on the task at hand. Existing board members who are leading or part of special project groups can provide a share-out at the board meeting.
- Performing the tasks required for their position.
- Reviewing Role and Responsibilities Timeline to ensure tasks are completed on time.
- Reviewing all relevant policy/procedures to ensure expected duties, as a board member, are being fulfilled.
- Completing their designated section of the Annual Report.
- Sub-committee chairs’ responsibilities include:
  - Performing the work of your sub-committee.
  - Holding sub-committee meetings at a regular cadence; monthly, unless more frequent meetings are necessary to complete the work.
  - Taking attendance at sub-committee meetings.
  - Sharing information and request feedback from the board on tasks and

recommendations made by each sub-committee.

- Being familiar with the content presented at General Meetings by attending the meeting, watching the YouTube video, engaging in the Meeting Production sub-committee report at board meeting, reading the Meeting Production sub-committee report in the Board meeting minutes, and/or reviewing General Meeting minutes.
- Reviewing feedback on legislative and policy issues, as well as recommendations on comprehensive and coordinated policies, plans, and programs focusing on the issues and needs of women in state government, drafted by the Legislative and Policy sub-committee.

Chair responsibilities include:

- Overseeing all ICSEW activities.
- Acting as the Contract Manager for all contracts.
    - Completing all required training.
    - Approving all invoices or delegate as appropriate.
- Working with the Vice-Chair to fill in for any vacant “co” position and assisting with any needed board leadership for vacant positions.
- Conducting board meetings, as per bylaws.
- Facilitating advising the governor and state agencies and advocating for issues faced by state employed women, as identified by the Legislative and Policy Sub-Committee.
- Meeting regularly with Co-treasurers to review finances.
- Meeting regularly with sub-committee chairs to ensure that sub-committee needs are being met.
- Approving the budget for the fiscal year.
- Approving purchases per policies and procedures.
- Reviewing and following bylaws, policies and procedures to ensure that ICSEW work aligns with required tasks.
- Reviewing and ensuring task’s goals are being met as per the Role and Responsibility Timeline.
- Meeting with all prospective board members during onboarding.
- Participating in and supporting the annual conference.

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Vice-Chair responsibilities include:

- Standing in for and assisting the Executive Chair whenever needed.
- Supporting the sub-committee chairs in the successful execution of their duties and in helping to ensure compliance with ICSEW Bylaws, Policies and Procedures.
- Ensuring the Executive Chair is informed of any issues requiring attention at upcoming meetings or between members of the board or among general membership.
- Participating in and supporting the annual conference.
- Supporting the work of the Executive Chair in preparing meeting agendas and/or outgoing correspondence to members and constituents.
- Supporting sub-committee chairs to identify and access the resources needed to successfully complete their goals.
- Encouraging general members to step up to open board positions and increasing engagement in the board.
- Promoting and encouraging proactive planning among sub-committees through drafting timelines for inter-subcommittee project completion/guidelines using the Role and Responsibility Timeline.

Executive Co-Secretaries responsibilities include:

- Creating agendas and recording minutes at board meetings.
- Monitoring the ICSEW inbox, by reviewing and replying to emails or distributing them to the appropriate board member(s) for follow up.
- Coordinating with sub-committee co-chairs to send out correspondence via ICSEW email.
- Scheduling and updating general, board and sub-committee meetings on the ICSEW Outlook calendar.
- Maintaining regular check-ins with the Executive Chair and Vice-Chair.

Co-Treasurers responsibilities include:

- Working with the Executive Chair, Vice-Chair, and other board members to develop the annual budget, and track expenses and revenues throughout the fiscal year.
- Reconciling the tracking spreadsheet to the monthly OFM Expenditures and Revenues Report.
- Assisting with tracking of income from annual conference sponsorships.
- Monitoring the ICSEW fund balance.
- Maintaining financial reports including:
  - Quarterly Financial Report.
  - Financial section of the Annual Report.
- Ensuring contracts for meetings speakers and other services are logged in the master spreadsheet.
- Maintaining regular check-ins with the Executive Chair and Vice-Chair.

RELEVANT LAWS/RESOURCES

ICSEW Bylaws
140 Membership Participation Policy
120 Board Members Recruitment and Onboarding Policy
120.1Board Member Recruitment and Onboarding Procedure
OFM-Teams-ICSEW-Executive Board, Role and Responsibility Folder, Roles and Responsibilities Master Excel Spreadsheet