

NASBITE International
Manual of Operations: Procedures
Information for Board of Governors Applicants

Current as of August 29, 2016



Title:	Board Member
Reports to:	Board President
Elected by:	NASBITE Membership
Term:	Three year term - renewable (for a consecutive term or returning after an interim in service) pending fulfillment of responsibilities.
Attendance requirements:	All posted Board of Governors Meetings: 2-3 meetings each year – typically held in Fall and Spring.
Limits of authority:	Has the authority to carry out responsibilities as described; may not obligate NASBITE, Board of Governors or parts thereof to any affiliation or action without specific approval as required per NASBITE’s policies and BOG development and membership documents.
Purpose:	Together with other members of the Board, embraces and advances the mission of NASBITE International – advancing global business practice, education, and training. Board members play a leading role in setting the policy for the execution of the following functions: policymaking, planning, financial, community outreach and relations, CGBP program, development of new programs and services, and organizational operations.

Responsibilities

- Together with other members of the board, considers, approves and supports policies that promote and enhance the mission, ethics and legal aspects of the organization.
- Together with other members of the board, sets and reviews NASBITE International’s purpose, philosophy and goals.
- Together with other members of the board, plans for NASBITE International’s future on a long- and short-term basis.
- Together with other members of the board, selects the specific programs NASBITE International will implement to achieve those results.
- Together with other members of the board, ensures that NASBITE International’s programs and services appropriately address the international trade community’s needs.
- Together with other members of the board, designs NASBITE International’s organizational structure and functions necessary to carry out the business and the programs effectively and efficiently.
- Together with other members of the board, reviews and evaluates NASBITE International’s programs and operations on a regular basis.
- Together with other members of the board, approves annual budget.
- Together with other members of the board, monitors the budget through fiscal reports, taking actions as needed to ensure financial transparency and the financial accountability of the organization.
- Together with other members of the board, monitors NASBITE International’s administrative systems to ensure that they are adequate and appropriate.

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- Together with other members of the board, monitors Board's operations to ensure that they are adequate and appropriate.
- Together with other members of the board, monitors the organizational and legal structure to ensure that it is adequate and appropriate.
- Together with other members of the board, monitors NASBITE International to ensure that its Board members meet all applicable legal requirements.
- Participates actively in fundraising efforts benefiting NASBITE International.
- Represents NASBITE International in a positive manner to the community, organizations, businesses and individuals.
- Encourages effective cooperation with all organizations that can contribute to the fulfillment of the goals of NASBITE International.
- Serves on at least one committee.
- Performs duties of staff when there is none.

**Time commitment
(estimate):**

- Board meetings — Generally 2 meetings per year (**1-2 days per meeting**).
- Officers and Executive Committee: monthly phone meetings and Officers & Executive Committee meeting, in the summer, as an in-person meeting at site TBD
- Committee meetings — 4 - 6 hours per month
- Annual conference — 3 - 4 days/year

Qualifications:

- Demonstrated interest in NASBITE International's purpose
- Willingness to learn, assume leadership and participate fully
- Willingness to represent NASBITE International in the community
- Degree of expertise in at least one of the following areas: international business/ trade educator, or practitioner, or trade organization leadership.
- Must have attended at least two NASBITE conferences
- CGBP preferred
- Dues Current
- Notes: Résumé attached to Application Form
- Statement of Contribution on the Application Form