



# GALA Board Members

## Eligibility, Qualifications, Duties

This document is intended for individuals considering a position as a member of GALA's Board of Directors. It outlines eligibility requirements, qualifications, and attributes of successful board members. Additionally, it describes the key responsibilities of individual board members and the collective Board of Directors.

[www.gala-global.org](http://www.gala-global.org)

# Eligibility and Qualifications

- Minimum 2 years of GALA membership (need not be with the same member organization)
- Mid- to senior-level professional with minimum 5 years of industry experience
- Have employer's endorsement
- Be committed to the Association's mission and vision
- Be willing to devote an estimated 5 hours per month to GALA volunteer work
- Acceptance of Association Policies as outlined in the Board Policy Manual

# Personal Attributes

- Keen foresight and strategic thinking
- Commitment to the organization and the industry
- Expertise and experience in the industry
- Open-mindedness
- Excellent collaboration skills
- An earned reputation for integrity and honesty

# Position Duties

## Individual Responsibilities

### At-Large Director

- Prepare for, attend, and actively participate in all Board of Directors meetings and conference calls
- Attend and actively participate in the Association's annual conference
- Accept, fulfill, and actively participate on board subcommittees and Association operating committees (as appointed)
- Handle all assigned responsibilities professionally and dutifully
- Abide by the Association Policies as outlined in the Board Policy Manual

- Maintain a working knowledge of the affairs, policies, and activities of the Association
- Actively, professionally, and enthusiastically advocate, support, and enhance the Association’s mission and public image
- Serve as a role model for Association volunteers and staff
- Professionally express one’s opinion during board discussions and debates, and speak with one voice regarding final decisions by the Board of Directors

### Chair

- Preside over board and membership meetings
- Serve as board liaison to an operational or ad hoc committee, if required
- Collaborate regularly with the Association’s Executive Director

### Vice-Chair

- In the absence or incapacity of the Chair, preside over board and membership meetings
- Chair the Governance Committee
- Serve as board liaison to an operational or ad hoc committee, if required

### Secretary

- Record the minutes of board and membership meetings
- Serve as board liaison to an operational or ad hoc committee, if required

### Treasurer

- Chair the Finance Committee
- Participate in the development of the annual budget
- Oversee the production of financial reports and an annual report
- Serve as board liaison to an operational or ad hoc committee, if required

### Collective Responsibilities

- Decide matters of Association policy, direction, and strategy
- Identify and address short- and long-term Association opportunities, threats, and issues
- Establish and dissolve committees, task forces, and working groups

- Ensure adequate financial resources are available and allocated; manage those resources by providing effective financial governance and oversight
- Review and approve the annual budget
- Hire and regularly assess the Association's Executive Director