

V. RESPONSIBILITIES OF ALL BOARD MEMBERS

- A. Preboard Reports: **If you have anything to report**, the Preboard Report must be in the office prior to times set to develop the Board agenda. Be concise. The report should consist of:
1. Agenda items
 - a) if for Board action, state the motion and the pertinent background
 - b) if for general discussion, please state the information needed for the discussion as briefly as possible
 2. Major noteworthy activities, reported by subject headings , not chronologically
 3. Projects completed.
 4. General comments.
 5. Any VOTER article planned
- B. Board Meetings: All Board members are required to regularly attend Board meetings which are usually held the third Monday of the month. Three consecutive, unexcused absences shall be deemed a resignation.
- C. Activities Beyond Your Portfolio: All Board members are expected to participate in:
1. Funding & Development drives.
 2. Recruitment and retention of members.
 3. Unit meetings. All Board members are encouraged to visit units other than their own.
 4. General meetings
 5. Activities organized and/or sanctioned by Board decisions
- D. Annual Report: Board members shall submit an Annual Report to the President or Vice President under whom they serve, concisely describing the year's major accomplishments under their portfolio. Annual Reports will be compiled in the Annual Meeting program book.