



# Hawk Migration Association of North America (HMANA)

## Board of Directors Job Description

### General Duties and Responsibilities of HMANA Board of Directors

1. Be a current, dues paying member of HMANA.
2. Enthusiastically support HMANA's vision and mission. Help advocate for HMANA to the public and the hawkwatching community.
3. Attend and actively participate in the monthly HMANA board telephone meetings.
4. Attend and actively participate in the yearly face-to-face HMANA board meetings.
5. Attend and actively participate in at least one of HMANA's standing committees. (More is preferred)
6. Become knowledgeable about HMANA's current programs, staff, bylaws, strategic plan and current issues.
7. Prepare for board meetings by reading minutes and any other materials before the monthly meeting.
8. Understand HMANA's financial condition and contribute to HMANA annually according to your own financial ability. (For fundraising purposes, it is important that 100% of the board contributes annually in some amount.)
9. Help to recruit new members.
10. Hold in confidence information given to the board, as needed.
11. Immediately disclose any obvious or perceived conflict of interest on matters before the board.

### Board Terms

Board members serve three-year terms and can be reelected once before he or she must vacate the board for a year. Board terms are staggered to reduce the amount of turnover at one time.

## **Monthly Board Meetings**

Telephone board meetings are currently held on the third Thursday of each month at 8:15 p.m.; meeting date and time are established each year at the annual meeting.