

Approved 2/15/05

National Association of State Energy Officials

Job Description

Board of Directors

The board of directors of the National Association of State Energy Officials serves as the association's governing body. Accountable to the membership, the board is responsible for shaping the organization's mission and direction, for ensuring that the association has the appropriate leadership and resources to achieve its strategic aims, and for monitoring and improving the association's performance.

Responsibilities

1. Shaping the Mission and Direction:

- a. The board ensures the collective interests of the membership are reflected in the plans and actions of the association.
- b. The board ensures that all its members have a shared understanding of the mission and strategic direction of the association. It further ensures that all major policy discussions include a consideration of the fit with the mission and strategic direction.
- c. The board ensures that the association's long-term plan is kept current and that the plan identifies key outcomes that are linked to the mission and vision.

2. Ensure Leadership and Resources:

- a. The board evaluates the executive director at least annually against pre-defined criteria that are linked to mission, direction and strategic plan.
- b. The board works with staff as a part of the strategic planning process to identify funding requirements and develops a clear plan to meet fund development targets. The board introduces staff to potential donors and assists in fund development activities.
- c. The board provides expertise or access to expertise that helps support the association's objectives.
- d. The board ensures that there is proactive outreach to constituents and other groups to build awareness about the organization and its aims.

3. Monitor and Improve Performance:

- a. The board regularly monitors financial statements and other key performance indicators. It ensures timely, independent audits. It plays an active role in financial planning and resource allocation. It keeps itself abreast of the compliance required by regulatory bodies.
- b. The board works with staff to set outcome-based goals and measures as well as activity/efficiency measures. The board routinely monitors program and organizational performance and uses the results to inform the strategic plan, resource allocation, and evaluation of the executive director.
- c. The board translates the strategic plan into concrete goals for itself and its committees, including timelines and required staff support. The board evaluates its performance against the goals and uses the lessons learned to develop plans to improve board effectiveness.