



## Vermont Safety & Health Council (VSHC) Board Membership Responsibilities

VSHC is very grateful for the work done by our Board of Directors to make the Council a success. It is important, however, for Board members and those considering election to the Board to understand the commitment they are making. Here are the responsibilities of anyone on the Board of Directors. Those in officer roles and committee chairs or members of committees may have additional duties.

- Attend most Board meetings in person or by phone. (Mtgs. are approx. 3 hours long and occur approx. 8 times per year, distributed among the locations of Board members)
  - Provide written report to Board if unable to attend.
- Review agenda and supporting materials prior to board meetings. Follow through on action items from prior meetings.
- Be at annual meeting and participate at Expo (Fall).
- Attend workshops if part of the organizing team.
- Be informed about VSHC's mission, services, policies, and programs.
- Perform one special role annually – example: be an officer, membership or website coordinator, be part of event planning (e.g., get a speaker, arrange for a location), or other special assignment.
- Make sure your company is a member of VSHC (exception: self-employed).
- Inform others about VSHC.
- Suggest possible nominees to the board who can contribute to the work of the Board and VSHC.
- Keep up-to-date on developments in the S & H field.
- Follow by-laws.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Notify the President of the Board if unable to fulfill these responsibilities.

➔ Board members average 6-8 hours per month on VSHC business