

## **Duties of PA NEN Board and Board Members**

### **❖ The Chair of the Board and Executive Committee will:**

- Serve as the convener of the Board and Executive Committee.
- Plan Board meeting times, locations and agendas in concert with the PA NEN Executive Director.
- Appoint ad hoc committees and call special meetings when appropriate.
- Work with the PA NEN Executive Director in preparing the annual plan for PA NEN and pursue various funding sources throughout the year.
- Approve and Sign all contracts and grant proposals on behalf of the PA NEN.
- Appoint a Parliamentarian as needed
- Appoint the Regional Executive Representatives to the Executive Committee
- Serve as the Board liaison with PHMC, ME, DHS and USDA when necessary
- Lead the performance appraisal for the Executive Director
- Issue reports for Board and Executive Committee
- Provide an annual update to the general membership during PA NEN Annual Conference
- Ensure all committees are in compliance with reporting
- Call emergency meetings when applicable
- Preside at all Board and Executive Committee meetings

### **❖ The Vice Chair of the Board will:**

- Serve as an Executive Committee Member
- Chair the Strategic Directions Committee
- Serve as Chair of the Board Enrichment Committee (BEC) which encompasses the Board Development and Nominating Committee
- Appoint a representative from the BEC to work with PANEN Staff on Elections Committee
- Perform the duties for the Chair in his/her absence, including presiding at meetings and/or immediately respond to time sensitive request from the Executive Director.
- Attend all Board and Executive Committee meetings

❖ **The immediate Past-Chair of the Board will:**

- Serve as a historical guiding resource to the Chair and the Board
- Support Executive Director in identifying funding opportunities
- At the Request of the Chair, perform the duties for the Chair in his/her absence, including covering meeting and/or immediately respond to time sensitive request from the Executive Director, when the Chair and the Vice Chair are unavailable

❖ **The Regional Representatives will:**

- Provide PA NEN Outreach within region
- Share PA NEN meeting feedback to organizations within the region
- Communicate needs of the region that are relevant to PA NEN mission
- Join a minimum of one PA NEN Committee
- Attend all Board meetings

❖ **The Regional Executive Representative to the Executive Committee will:**

- Serve as the appointed Regional liaison between the Board and the Executive Committee
- Provide PA NEN Outreach within region
- Share PA NEN meeting feedback to organizations within the region
- Maintain contact with other regional representatives within their region.
- Communicate needs of the region that are relevant to PA NEN mission
- Join a minimum of one PA NEN Committee
- Attend all Board meetings and Executive Committee Meetings