

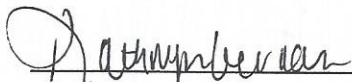
**Policy Document No. 13**

Board Member Duties and Expectations

These duties are keyed to NOTIS Bylaws, Article VI. The list is not exhaustive and may be added to from time to time as determined by the Board of Directors.

Board Members will be expected to:

- ❖ Attend all board meetings, with no more than one unexcused absence, and three absences total in a calendar year, with notification of said absences to the Board of Directors in advance of any meeting or event. Board members are highly encouraged to attend and participate in all organization events and workshops.
- ❖ Participate on the board in one of the following capacities: as an Officer for the board, as a member of the staff of The Northwest Linguist, as the ATA liaison/ATA Exam Administrator, or as an active participating member of one of the board's committees (Outreach, Programs, MedSIG, etc.). Board members must choose one of the aforementioned tasks if they are to form part of the board.
- ❖ Submit any and all reports due as a result of their participation in an office, staff member, or program in advance of each board meeting, and create an annual report to be completed one month before the annual meeting.
- ❖ Act in such a manner to always be a positive and ethical representative of NOTIS and the ATA. Advocacy activities must always be carried out in light of this representation.
- ❖ Board members who do not comply with the above expectations and duties will be asked to voluntarily resign from the board. If they do not resign, a motion will be made for their removal at the annual meeting.

  
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President, NOTIS

09/13/2013  
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Date

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Vice President, NOTIS

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Date