

EXPECTATIONS OF ICMA EXECUTIVE BOARD SERVICE

Responsibilities

ICMA Executive Board members provide governance to the association and are responsible for selecting and supervising the association's executive director, providing fiduciary oversight, representing the association, and adopting policies to advance ICMA's **mission** and **vision**, thereby exercising a critical leadership role for the local government management profession.

Advance ICMA Priorities: Board members are expected to be knowledgeable of ICMA's strategic initiatives and values, and to champion ICMA priorities when speaking with current or potential members.

Representation: Board members are assigned to represent members in their state or country, as well as their region. Board members solicit feedback from members and are uniquely positioned to connect members issues to the policies of the association.

Recruitment and Stewardship: In 2004, the board adopted recommendations from the Task Force on Financing ICMA on membership recruitment and retention: retain its current membership, attract managers and assistants who are currently not members, and encourage the next generation of managers to join the association.

Time and Travel Commitments

The ICMA Executive Board is a working board that requires active participation and a significant commitment of time and effort from each member throughout the three-year term. Board members make themselves accessible to the executive director and the ICMA leadership team. They maintain a considerable amount of communication with the regional directors, certain ICMA programmatic staff, and the membership. Board members are provided with a sizable amount of reading materials in advance of meetings and come prepared to engage in discussion, offer guidance, or make decisions.

Board Meetings: The board meets four times a year and are expected to attend every meeting. Generally, meetings are held the Friday-Saturday before the annual conference in September/October and the remainder of meetings generally follow a Thursday-Saturday schedule in early December, late February/March, and early June. Ad-hoc conference call or virtual committee meetings may also be scheduled throughout the year, as needed. Board members have the opportunity to comment on proposed dates before they are finalized.

Committees, Task Forces, and Advisory Boards: Board members are assigned to a standing executive board committee by the new President, e.g., Committee on Professional Conduct, Membership Committee, etc. and will serve three years on the assigned committees. Board members will participate in monthly committee meetings.

Appointments to task forces or advisory boards may be made on an as needed basis. Participation in related meetings or calls throughout the year to satisfy these commitments is also expected.

State/Country Association and Affiliate Organizations: The three regional vice-presidents in each U.S. region share representation and liaison responsibilities for state associations. U.S. vice-presidents are expected to attend at least one state association annual conference or significant event in each of their assigned states. Vice-presidents will typically attend the regional conference for their region (usually held in the Spring) and three to four state meetings (including their own state).

U.S. vice-presidents work with their regional director to schedule periodic calls with the state association leadership in their region. These calls keep the state association leadership informed of ICMA actions as well as allow an opportunity for states to share best practices and feedback.

International vice-presidents typically attend two country affiliate meetings (including their own country) and may attend the International Regional Summit (season varies).

Financial Commitments

Travel: Travel expenses are reimbursed for all assigned and obligatory travel to state/country or task force/committee travel and for board meetings, *except* the ICMA annual conference and the member's own state or country meeting.

Expense Reimbursement: ICMA pays the hotel and group meal costs for the one-two days dedicated to pre-conference board meetings.