

Board of Directors Responsibilities

1. Donate \$500 annually in board dues;
2. Actively lobby their Congressional delegation throughout the year;
3. Participate in the annual spring Advocacy Week - Preservation Action's single-most important and visible activity - either by attending Advocacy Week in Washington, D.C., and/or through "in-the-district" lobbying in their home districts;
4. Fundraise for the organization, personally and/or from others, such as through annual events like the Advocacy Week Hill Reception, the selling of raffle tickets, fundraising appeals, etc.;
5. Help identify and recruit new board member candidates;
6. Participate in membership campaigns and the identification of affiliate members;
7. Attend at least one board meeting a year, preferably the spring board and annual meeting held in conjunction with Advocacy Week in Washington, D.C.; or, alternatively, the fall board meeting held in conjunction with the National Preservation Conference;
8. Respond to emails and participate in any occasional conference calls that may be held over the year such as to solicit board input on a particular issue, establish legislative priorities, develop a legislative strategy or position on particular legislation, or participate in a board meeting if unavailable to attend (if such conferencing is available);
9. Lend any specialized expertise you may have to the organization, as needed;
10. Promote the visibility and mission of the organization at the local and statewide levels through identifying speaking engagements and other opportunities;
11. Participate in the governance of the organization through their active involvement in one or more of the following committees (or their respective subcommittees). Additionally, board members from each state will be needed as "state coordinators" to help with membership development and to coordinate grassroots lobbying, as needed, in their respective states:

Board of Directors Committees

- The **Executive Committee** is the organization's governing body and consists of the nine officers of the corporation, including the organization's past-chairman and three vice chairs who each chair one of the four standing committees; eighteen other "regional" board members drawn from the three principal standing committees as so appointed by and serving at the discretion of the Chairperson, but ideally to include the "chief state coordinator" and the "chief committee whip" who oversee those respective programs; and three ex-officio members. The Executive Committee meets quarterly and throughout the year through regular conference calls.
- The **Finance and Administration Committee** consists of the Vice Chairman of Finance and Administration, the President of the organization, and other board members as appointed by the Executive Committee and is responsible for the implementation and monitoring of the fiscal policies and management of the organization.
- The **Membership and Development Committee** is responsible for the organization's membership development campaigns, affiliates program, and other such outreach; for the organization's direct fundraising campaigns, events and activities; and for the organization's communications strategies and materials. The committee includes the "chief state coordinator," who works with a network of individual board members who act as "state coordinators" for membership development in their respective states. In many cases, the state coordinator role will be done in conjunction with the respective statewide preservation organization.
- The **Policy and Programs Committee** is responsible for helping develop the organization's positions and strategies on federal legislation and appropriations, often utilizing subcommittees or task forces on specific policy areas. The committee includes the "chief committee whip," who works with a network of individual board members who act as "committee whips" for targeted grassroots lobbying focused on key Congressional committees.
- The **Nominating Committee** is responsible for the annual nominations process for the board of directors and its officers.