**Expectations of Board Members and Liaisons**

Board members are elected to the board, whereas Liaisons are appointed to the board by virtue of their positions. Both may vote and have equal standing. Both are generally referenced as “board members” in correspondence and during meetings.

There are three board meetings annually. It is hoped that each board member attempts to make one board meeting in person annually if possible. In the event there is a pattern of absences, the board member may be asked to resign.

A board member may send a representative in his or her place to a board meeting. However, this individual cannot vote. The board member may, however, vote by proxy (e.g., give another member of the board the authority to vote on his or her behalf if a proxy form is completed and sent to the Executive Director).

Board members are also asked to do five additional tasks (often, via email). They are asked to:

1. Complete and return a disclosure form; this form is distributed at the annual meeting held in October,
2. Review and vote on Form 990 (annual federal tax filing) prior to filing,
3. Vote on the budget at least annually,
4. Vote on the Points of Focus (plan for the year) annually, and
5. Vote on nominees.

Other votes may be requested.

There are committee, task force, and planning team meetings held each year. Any board member or Liaison may serve on the committees, task forces and planning teams. The only exception to this is the Executive Committee and the Local Pilot Project Work Group.