

National Association of State Energy Officials

THE ROLE AND RESPONSIBILITY OF NASEO BOARD MEMBERS

Board members are responsible for attending a **minimum** of 2 of 4 in person meetings per year, whether it is in person or via teleconference. All meetings will be scheduled in advance with agendas provided in advance. Board members should be prepared to spend the entire meeting with the group, have read the Board materials that accompany each meeting, and be an active participant in every meeting they attend for their attendance to count.

Board members are also expected to contribute to the financial well-being of the organization by having their dues paid in full (or evidence that they are approved and in processing) no later than August 15th of each year and meeting fees paid in advance of the annual and winter meetings.

Board members are expected to carry out the duties of their position on the board to the best of their ability according to the position descriptions provided. On-going communication and follow-up with States and Territories in their Region and outreach to prospective affiliate members are also critical to their responsibilities.

Board members are expected to conduct themselves in accordance with the By-laws of the NASEO.

Board Member Checklist

- I've been made aware of my responsibility to attend 2 board meetings per year to be eligible for re-election.
- I've been made aware of my duty of fiduciary responsibility.
- I've been made aware of my duty of adherence to the by-laws of the organization.
- I've been made aware of the responsibilities of the NASEO Board.
- I've been briefed on all of my responsibilities as a new board member.

Please sign below and return to NASEO staff.

Signature: _____ Date: _____