



## Board Member Description & Application

<b>Title:</b>	Board Member
<b>Reports to:</b>	Board President
<b>Elected by:</b>	NASBITE Membership
<b>Term:</b>	Three year term - renewable pending fulfillment of responsibilities.
<b>Attendance requirements:</b>	All posted Board of Governors Meetings (3 meetings each year – typically held in Fall (1) and Spring (2))
<b>Limits of authority:</b>	Has the authority to carry out responsibilities as described; may not obligate NASBITE, Board or parts thereof to any affiliation or action without specific approval as required per NASBITE’s policies and procedures
<b>Purpose:</b>	Together with other members of the Board, embraces and advances the mission of NASBITE International – advancing global business practice, education, and training. Board members play a leading role in setting the policy for the execution of the following functions: policymaking, planning, financial, community outreach and relations, CGBP program, and organizational operations.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Together with other members of the board, considers, approves and supports policies that promote and enhance the mission, ethics and legal aspects of the organization.</li><li>• Together with other members of the board, sets and reviews NASBITE International’s purpose, philosophy and goals.</li><li>• Together with other members of the board, plans for NASBITE International’s future on a long- and short-term basis.</li><li>• Together with other members of the board, selects the specific programs NASBITE International will implement to achieve those results.</li><li>• Together with other members of the board, ensures that NASBITE International’s programs and services appropriately address the international trade community’s needs.</li><li>• Together with other members of the board, designs NASBITE International’s organizational structure and functions necessary to carry out the business and the programs effectively and efficiently.</li><li>• Together with other members of the board, reviews and evaluates NASBITE International’s programs and operations on a regular basis.</li><li>• Together with other members of the board, approves annual budget.</li></ul>



- Together with other members of the board, monitors the budget through fiscal reports, taking actions as needed to ensure financial transparency and the financial accountability of the organization.
- Together with other members of the board, monitors NASBITE International's administrative systems to ensure that they are adequate and appropriate.
- Together with other members of the board, monitors Board's operations to ensure that they are adequate and appropriate.
- Together with other members of the board, monitors the organizational and legal structure to ensure that it is adequate and appropriate.
- Together with other members of the board, monitors NASBITE International to ensure that its Board members meet all applicable legal requirements.
- Participates actively in fundraising efforts benefiting NASBITE International.
- Represents NASBITE International in a positive manner to the community, organizations, businesses and individuals.
- Encourages effective cooperation with all organizations that can contribute to the fulfillment of the goals of NASBITE International.
- Serves on at least one committee.
- Performs duties of staff when there is none.

**Time commitment (estimate):**

- Board meetings — Generally 3 meetings per year (1-2 days per meeting)
- Committee meetings — 4 - 6 hours per month
- Annual conference — 3 – 4 days/year

**Qualifications:**

- Demonstrated interest in NASBITE International's purpose
- Willingness to learn, assume leadership and participate fully
- Willingness to represent NASBITE International in the community
- Degree of expertise in at least one of the following areas: international business or trade.
- Must have attended at least two NASBITE conferences
- CGBP preferred



## Board of Governors Application

Name: \_\_\_\_\_ Institution/Company/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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- Area of Specialization: \_\_\_\_\_
  - Please state your interest in NASBITE and what skills or areas of expertise that you will contribute to the Board (i.e. strategic planning, marketing, conference planning, etc.). (attach additional page)
  - Please state why you would like to serve on the NASBITE Board. (attach additional page)
  - Please Include a Current Resume

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Applicant's Signature

Print Name

Date

A proposed new Board member must be nominated by at least two active Board members who know the candidate and can qualify their application.

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Applicant's Signature

Print Name

Date

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Applicant's Signature

Print Name

Date

Process: The Board Development Committee will process your application in accordance with the published Nominations Process. Applications are reviewed and finalists are selected by the NASBITE Board of Governors. Selected applicants will be presented to the NASBITE membership for vote at the NASBITE Annual Conference in the Spring of each year.

Thank you for your interest in and support of NASBITE. Please email the completed form to [tracey.kastelic@currere.net](mailto:tracey.kastelic@currere.net).



<b>Country of residence</b>		<b>State or Providence of Residence</b>	
<b>Employer</b>		<b>Professional Title</b>	
<b>Type of Institution where employed</b>			

<b>Number of years on NASBITE Board</b>		<b>Positions held on NASBITE Board</b>	
<b>Other board experience (Y/N)</b>		<b>Positions held on other Boards (current or past)</b>	
<b>CGBP Certified (Y/N)</b>			

Please check all of the following that apply to you:

<b>Community Connections</b>	
Corporate	
Education	
Media	
Political	
Philanthropy	
Small business	
Social services	
Other	

<b>Primary Leadership Style</b>	
Captain	
Coach	
Strategist	
Visionary	

<b>Languages Spoken</b>
Please list all languages that you speak:

<b>Committee Interest</b>	
I would be interested in <b>working on</b> the following committees:	
Board Development	
Outreach and Partnerships	
Marketing & Public Relations	
CGBP	
Events and Projects	

<b>Areas of Expertise</b>	
Accounting/Finance	
Administration/Management	
Outreach/Partnerships	
Entrepreneurship	
Event Management	
Fundraising	
Grant writing	
Human Resources	
Legal	
Non-profit	
Public Policy	
Public Relations	
Public Speaking	
Strategic Planning	
Technology	
Small Business	
Media	
Corporate Experience	

<b>I would be interested in holding a leadership position on the following committees (or its sub-committees):</b>	
Board Development	
Outreach and Partnerships	
Marketing & Public Relations	
CGBP	
Events and Projects	