Title: Board Member

Reports to: Board President

Elected by: NASBITE Membership

Term: Three year term - renewable (for a consecutive term or returning after an interim in service) pending fulfillment of responsibilities.

Attendance requirements: All posted Board of Governors Meetings: 2-3 meetings each year – typically held in Fall and Spring.

Limits of authority: Has the authority to carry out responsibilities as described; may not obligate NASBITE, Board of Governors or parts thereof to any affiliation or action without specific approval as required per NASBITE’s policies and BOG development and membership documents.

Purpose: 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, development of new programs and services, and organizational operations.

Responsibilities

- 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.

- Together with other members of the board, sets and reviews NASBITE International’s purpose, philosophy and goals.

- Together with other members of the board, plans for NASBITE International’s future on a long- and short-term basis.

- Together with other members of the board, selects the specific programs NASBITE International will implement to achieve those results.

- Together with other members of the board, ensures that NASBITE International’s programs and services appropriately address the international trade community’s needs.

- 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.

- Together with other members of the board, reviews and evaluates NASBITE International’s programs and operations on a regular basis.

- Together with other members of the board, approves annual budget.

- 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 2 meetings per year *(1-2 days per meeting).*
- Officers and Executive Committee: monthly phone meetings and Officers & Executive Committee meeting, in the summer, as an in-person meeting at site TBD
- 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/trade educator, or practitioner, or trade organization leadership.
- Must have attended at least two NASBITE conferences
- CGBP preferred
- Dues Current
- Notes: Résumé attached to Application Form
- Statement of Contribution on the Application Form