



# FLORIDA AUTOMOBILE DEALERS ASSOCIATION

## Board Director/At-Large Director Job Description

- Term:** Three-Years; No more than two consecutive terms according to Bylaws
- Basic Duties, Responsibilities:** Board Members are required to monitor finances, review and update the organization's operational and strategic plans, help establish and support organization's policies, and to give support and counsel to its programs and initiatives.
- Board Members are expected to participate in three Board Meetings per fiscal year (Oct. 1 – Sept. 30) and in as needed conference calls.
- Board Members are also expected to attend organization's initiatives or sponsored programs where appropriate, and to represent the organization to their dealerships or institutions, to the dealer communities and other communities of interest.
- Additionally, Board Members are encouraged to make annual financial contributions to CAR-PAC (FADA's Political Action Fund) in an amount to be determined by individual board member; and to lead and assist in developing new or continuing resources to the organization.
- Legal Responsibility:** Board Members are bound by the non-profit laws and regulations of the State of Florida and, as such, must carry out the functions described in the Board Member Agreement.
- Liability:** While serving on the Board, Board Members are covered by the Directors and Officers' Insurance. The Directors and Officers' Insurance is regularly updated and liability coverage increased as necessary.
- Board Meetings:** Board Meetings are held three times per fiscal year, usually the meetings are held in September, January/February, and May/June, and conference calls are conducted to fulfill the duties of the Board of Directors as needed. Additionally, provisions exist for special meetings as necessary.
- FADA will make a reservation for you under its Master Account billing. Please let Staff know of any cancellations 72 hours prior to an event. FADA pays for room, tax, resort fee and valet parking (if applicable). All other incidentals will be on your own. If at any meeting you will need a late arrival, please notify the staff or the hotel.
- If a Board Member misses more than two consecutive meetings, he/she may be requested to vacate their Board seat for a new member who can participate fully in the organizational duties.
- Expenses:** Travel reimbursement may be available for select events per Board policy.