

Rawlins Carbon County Airport Board Member Position Description

Title

Member, _____ Board of Directors

Purpose

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of Rawlins Carbon County Airport. To raise funds in support of the organization's conduct of the programs of Rawlins Carbon County Airport.

Term

Appointed to a five year term (except when filling an unexpired term). If term limited insert there here.

Criteria

- Willing to accept and promote the mission, goals and objectives of Rawlins Carbon County Airport.
- Possesses professional expertise and influence needed by Rawlins Carbon County Airport Board and/or represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Willing to make a personal financial contribution at a level that demonstrates commitment and sets a standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of Rawlins Carbon County Airport.

General Responsibilities

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies, supervision including hiring and firing of employees, and continuing review of the conduct of the business.

Specific Tasks

Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.

- Commit to serve on at least one standing committee or task force and to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing Rawlins Carbon County Airport. Each board member is expected to vote their position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include:

- Decisions on issues, policies, priorities, goals and objectives;
- Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
- Nomination and election of members and officers of the Board;
- Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
- Approval and monitoring of the operation and plant, property, and equipment budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to select, employ, and periodically evaluate the performance of the President.
- Make a personal and/or business contribution to _____'s current support campaign and/or capital development needs, as well as solicit funds from others in annual support and capital development campaigns.
- Promote the mission, goals, and objectives of Rawlins Carbon County Airport to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

Time Demands

<u>Regular Meetings</u>	<u>Estimated Time Demands</u>
Monthly board meetings	1-2 hours/ month
Committee and task force meetings	2 ½ hours every other month

Other