

## CUR Executive Board Member Duties

### CUR Constitution & Bylaws

(Article II, Section 1.C.2) “The Executive Board of the General Council shall consist of the President, the Immediate Past President, the President-Elect, the Secretary, the Treasurer, Divisional Representatives, and three General Representatives. All members of the Executive Board must be CUR members. The Executive Officer shall be a non-voting, ex-officio member of the Executive Board. The President shall chair the Executive Board.”

### Specific tasks

1. Serve as an member of the Executive Board (Article II, Section 1.C.2)
2. Serve as a liaison to one or more Committees or Task Groups as appointed by the President (current practice)
3. Serve on Executive Board subcommittees as appointed by the President (current practice)
4. Solicit input from and communicate board actions with Divisions (current practice)
5. Contribute to making decisions that serve the financial and strategic interests of CUR as a whole
6. Commit to activities in support of *raising the profile of CUR* (current practice)

### Task details

1. Executive Board members are expected to prepare, be present for, and participate in meetings and conference calls of the Executive Board. Article II, Section 4.B.1 requires that Executive Board Meetings are held twice yearly, one in conjunction with the General Council meeting, and the other approximately 6 months earlier. These meetings are typically held in mid-January and late June. In addition to these meetings, it is current practice to hold Executive Board Conference calls on an approximately monthly basis to discuss or render decisions on issues of strategic or financial importance.
2. Executive Board liaisons are expected to participate in a non-voting ex officio capacity with Committees or Task Groups to which they are assigned. The purpose of liaisons is to facilitate communication between the Executive Board and the Committees and Task Groups.
3. The President, from time to time, may appoint board subcommittees to accomplish focused tasks, such as preparing specific advisory or policy recommendations to the President and the board.
4. Executive Board members are expected to communicate to Division Chairs (if a separate appointment) and to Divisions non-confidential information regarding board actions, and to solicit, when appropriate or specifically tasked, input from Division Councilors regarding matters before the board.
5. The Executive Board is the governance entity responsible for the strategic direction and fiduciary oversight of the organization. While Executive Board members are expected to bring unique perspectives to the table, board members are expected make decisions based on the best interests of CUR as a whole.

## Commitment expectations

- Board members should be expected to spend a significant amount of time attending to CUR business throughout the year. It is highly recommended that board members be able to set aside an appropriate amount of time for this purpose.
- Board members should be prepared to travel twice a year to attend Executive Board meetings, and represent CUR at the CUR biennial Conference.
- Members of the Executive Board are responsible for ½ of travel expenses (including ½ of the lodging expenses if rooming alone) for the January Executive Board meeting. Each board member is responsible for the full cost of travel and lodging to the June Executive Board meeting. It is highly recommended for candidates to negotiate travel funding from their home institution or employers for this purpose.
- Board members, during their time of service, should not normally expect to serve in a compensated capacity for CUR.