PODS Board of Directors & Board Officers Roles & Responsibilities

This document outlines the roles and responsibilities for the Board of Directors and Board Officers within the PODS Association. It provides clarity regarding the expectations within the structured framework established in the PODS Operating Guidelines. The PODS Operating Guidelines specify how the board, committees, teams and groups are established and staffed for membership assignments.

Board of Directors

Board of Directors (BOD) members are leaders of the PODS Association. All Board members must be employees of a company that is an active member of the PODS Association and are expected to volunteer for additional leadership roles on PODS committees and technical teams. Further, board members are expected to contribute to PODS Association annual events. Board members are nominated by other members of the PODS Association.

Board meetings are scheduled for 1.5 hours monthly.

Time commitment: approximately 6 hours per month. This may increase depending upon committees or officer roles.

Additionally, it is the responsibility of the board member to understand PODS Association key documents, such as the PODS Association Strategic Plan and annual budget. Further, board members can seek out PODS documents on SharePoint (web-based document manager) as needed, including the By-laws and Operating Guidelines.

Terms of the board members are provided in the PODS by-laws.

PODS annual events for BOD to contribute to and participate in include:

**PODS Annual Conference**
- Serve on Advisory Committee
- Provide session topics
- Present or facilitate session

**PODS Forums**
- Provide input into agenda
- Present
- Recommend and secure presenters

Board of Directors Officer Roles: Officers of the Board of Directors

Board of Directors may serve as Board Officers. The officers meet monthly for one hour. They provide strategic direction to the Executive Director, address issues, provide expenditure approval for large or non-routine items, and review agendas for conferences and key meetings.

**President**

The president serves as the leader of the PODS Association and leads the meetings of the board and the officers. The president finalizes meeting agendas. The President must be an operator-member.

The president represents PODS Association in meetings with other organizations. The president meets with executive director on issues, strategy, and on setting meeting agendas.

Time commitment: 1-2 hours per month in addition to the time commitment as a standard member of the BOD.

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**Vice President**

The Vice President steps in for the president if that person is not available for board and officer meetings. The vice president may also develop the BOD monthly meeting agenda with input from the rest of the BOD and ED. It is recommended that the VP also be an operator-member.

Time commitment: 1-2 hours per month in addition to the time commitment as a standard member of the BOD.

**Secretary**

The secretary keeps minutes of board meetings and distributes. Minutes include roll call and conducting voting processes. They archive the official meeting minutes and voting records and oversee annual election in accordance with the by-laws.

Time commitment: 3-4 hours per month in addition to the time commitment as a member of the BOD.

**Treasurer**

The treasurer pays PODS Association bills that are approved for payment by the Executive Director and two officers. Payments are made through a system directly connected to the bank.

Responsible for secure enrollment and security access to the bank, in accordance with procedures.

Review and understand the PODS financials systems, in the PODS policies and procedures. This includes Chase Bank, credit card authorizing, payment/transfer vendor service, PayPal and others as needed. Contributes to drafting of PODS Annual Budget for presentation and approval by the board.

Presents monthly financial statements at the board meetings.

Time commitment: 3-4 hours per month in addition to the time commitment as a member of the BOD.

**Regular and Special Meetings**

PODS Association Board of Directors and Officers have regularly scheduled monthly meetings. Some initiatives may require more frequent meetings than others. Meetings are generally an hour and a half. Board members are expected to serve on committees. PODS Association Committees have regularly scheduled meetings either monthly or bimonthly. Some initiatives may require more frequent meetings than others. Meetings are generally one hour.

Special meetings are scheduled to address issues or to conduct work to meet deadlines. Subgroups of a PODS committee may be assigned with a designated leader or chair. Volunteers of the PODS Committee are expected to take on these additional assignments and are encouraged to leverage expertise/Subject Matters Experts (SMEs) within their companies.