

**AALAS Foundation  
Board of Directors  
Position Description and Responsibilities**

**TITLE:**

Member, Board of Directors AALAS Foundation

**What is the purpose?**

To serve as a voting member of the Board of Directors in carrying out the mission of the AALAS Foundation, while serving and protecting the public trust granted to this non-profit organization.

**How long is the commitment (Term)?**

An AALAS Foundation Board At-Large Director's term of office is three years.

**What are the responsibilities of the AALAS Foundation Board?** The AALAS Foundation Board:

- Manages and governs the affairs of the AALAS Foundation to carry out the mission of the AALAS Foundation.
- Works together with the Chair of the Board to carry out the mission of the AALAS Foundation.
- Serves as the policy-making and legislative body of the AALAS Foundation.
- Makes informed decisions that set policies and directions of the AALAS Foundation, except as otherwise provided by the Bylaws.
- Approves policies, directions and outcomes to be accomplished, consistent with the AALAS Foundation's Mission, Goals and Objectives.
- Ensures desired policies, directions, and outcomes are being achieved and holds delegated units, including AALAS Foundation Board members, accountable.
- Ensures necessary resources are available to accomplish outcomes.
- Reviews and approves amendments to the Bylaws and changes to the AALAS Foundation Policies and Procedures.
- Actively promotes the AALAS Foundation.
- Members are collectively responsible and accountable for actions taken by the AALAS Foundation Board.

## **What are the responsibilities of an individual AALAS Foundation Board Member? An AALAS Foundation Board Member:**

- Is expected to actively participate in all fundraising activities of the AALAS Foundation including the solicitation of AALAS members and other persons and entities.
- An At-Large Director, is responsible for all costs related to travel or other activities related to their AALAS Foundation Board activities EXCEPT, the following costs will be paid by the AALAS Foundation for all At-Large Directors:
  - Airline travel to attend the AALAS Foundation Mid-Year Board meeting;
  - One night hotel stay to attend the AALAS Foundation Mid-Year Board meeting.
  - Shuttle service to/from airport to hotel; and shuttle service from/to hotel to designated meeting location to attend the AALAS Foundation Mid-Year Board meeting.
  - AALAS Foundation Mid-Year Board meeting dinner gathering – not including alcohol beverages.
- Is expected to represent the AALAS Foundation and fully support all decisions of the AALAS Foundation Board, regardless of how the member voted on an issue.
- Shall hold confidential and/or privileged information presented to the AALAS Foundation Board and related discussions that take place on such matters in confidence and will not discuss such matters outside of an AALAS Foundation Board meeting. The AALAS Foundation Board will be advised when a matter under discussion is considered confidential and/or privileged.
- In addition to participating at all called AALAS Foundation Board Meetings, is expected to respond to mail and e-mail ballots and questionnaires within the required time limit.
- Shall financially support the AALAS Foundation each year through direct financial or in-kind donations.
- Must attend the Mid-Year Meeting held in either, May, June, or July, at the AALAS Headquarters in Memphis TN, and participate in teleconferences throughout the year.
- Is expected to serve on one or more AALAS Foundation Committees, all of which meet via teleconference a minimum of two (2) times per year.

## **Nomination and Election Process for AALAS Board of Directors At-Large Directors.**

- Names of prospective candidates and their Curricula Vitae (or Resume) are publicly solicited prior to the AALAS Foundation Board's Mid-Year Meeting.
- The AALAS Foundation Board nominates candidates for available positions at its Mid-Year Meeting.
- Those candidates are submitted to the AALAS Board of Trustees at its Annual Meeting for election.

## **How to apply to serve on the Foundation Board of Directors?**

- Complete the online application form located at <https://tinyurl.com/AF-BOD-APP> **no later than June 9, 2025.**
- Send a resume and/or CV to [foundation@aalas.org](mailto:foundation@aalas.org) **no later than June 9, 2025.**

- Questions? Contact Vicki Campbell at 901-754-8620, or email [foundation@aalas.org](mailto:foundation@aalas.org).