



Board Member Requirements and Expectations

700 NW 42nd St. #101 | Seattle, WA 98107 USA | T: 206.382.1305 | info@glassart.org | www.glassart.org

PARTICIPATION:

- **Annual Conference:** Attendance at at least two of the Conferences during your three-year term is required, including two to three pre and/or post-conference days. Registration and event fees are waived. Each Board member is responsible for their own travel and food. Private hotel rooms will be covered by GAS. *GAS cannot reimburse for lost income, childcare, or personal expenses.*
- **Planning Meeting:** The Conference Planning Meeting is held in the site city 10 to 12 months prior to the conference date, i.e., the Planning Meeting for the May 2024 Berlin Conference was held in Berlin in August 2023.

The Planning Meeting is usually three to four days; travel days are in addition to this. **Attendance is optional unless you are a member of the Executive Committee.** If you are required to participate, GAS pays for Economy (up to \$1,000 USD*), lodging, and group meals. Private hotel rooms will be covered by GAS. *If you are not required to attend the Planning Meeting, you must cover all travel and food.*

- **Annual Board Retreat:** It is the goal to hold a Board Retreat annually in September, budget permitting. Attendance at the Retreat (location to be determined) is required for three-four days plus travel. New Board members and the Executive Committee are required to arrive a day early for onboarding. GAS pays for economy class travel (up to \$1,000 USD), lodging, and group meals.
- **Monthly or Bi-monthly Board Meetings:** Monthly or bi-monthly Board meetings are held on the fourth Monday of each month unless otherwise noted. Video calls last an average of 90 minutes. The agenda and all meeting information will be emailed one week prior to the call. Review of the information and participation on the call is required, except when an excused absence is arranged in advance with the Board President or Executive Director.*

EXPECTATIONS:

- **All Board members must be a member of GAS in good standing**
- **Board members are expected not to miss more than three (3) meetings during a fiscal year (January-December).** If a situation arises that requires a Board member to miss more than three meetings, they should discuss it with the Board President.
- **Board members are asked to make a donation to the organization's annual appeal.** For grant purposes, it is imperative that GAS report 100% financial support by the Board. *There is no minimum requirement; we ask only that the gift amount is significant to you.*
- **Board members are expected to donate an item and/or solicit donations for the Goblet Grab.** This event is an important fundraising event for GAS, and it is expected that Board members will actively participate in procurement for the Goblet Grab, even if donating.
- **All meetings and conversations are confidential.** Committee and full-Board meetings involve conversations about organizational plans, finances, and other confidential information that should not be shared outside of the Board.
- **All Board members are expected to honor and abide by the organization's bylaws and diversity policy and fully disclose any conflicts of interest.**

- **Meeting Code of Conduct for GAS Board members:** Whether in person or on a call, Board and committee meetings will achieve more if the following conduct is observed:
 - Come to the meeting with a positive attitude.
 - Keep your camera on if the environment allows
 - Mute your microphone except when speaking
 - Use the “raise hand” function to be recognized to speak by the board president
 - Maintain a professional level of courtesy, respect, and objectivity in all GAS activities and meetings.
 - Promote collaboration, cooperation, and partnership.
 - Ensure the right of all members to appropriate and effective services without discrimination.
 - Talk one at a time, waiting to be recognized by the President.
 - Be respectful of other people’s ideas or situations when they talk. Do not interrupt or pass judgment.
 - Be respectful of everyone’s time by staying on the topic being discussed and refraining from revisiting an agenda item once the topic has been closed.
 - If there are problems or concerns, talk to the Board or Committee Chair before or after the meeting.
- **All Board members must have an email.** A significant amount of Board business is conducted by e-mail. Courteous e-mail manners are requested; i.e., prompt responses.
- **Each Board member is expected to serve on a minimum of 2 committees** and actively participate in committee video calls, with timely attention to committee responsibilities as delegated by the committee chairperson.
- **Each Board member is expected to work at the conference if in attendance.** This includes assisting with the introduction of presenters, auction, Goblet Grab, setting up exhibitions or the Education Resource Center, or other items needed to ensure the conference runs efficiently. Each Board member may bring an assistant, who receives a waived conference pass in return for 24 hours of volunteer time. In general, Board members are not eligible to present at the conference during their term. If they are asked to fill in as a presenter, the Board member is not eligible for a conference honorarium.
- Board members are GAS ambassadors and support and talk about the organization in their region and professional activities.
- Board members should actively participate in the Board nomination process and other activities of the Board.

Board members or Board nominees who are unwilling or unable to commit to the above for a three-year term are asked, or may be asked, to excuse themselves, allowing participation by another who can. It is understood that individuals have times when they can be more and less active, and that personal illness or family commitments may require excused absences. *As we are a community-first organization, we understand that personal situations may arise. We ask that you be explicit in your personal needs and let the president know if you need some personal time.*

The Glass Art Society believes that diversity and inclusion are essential to fulfilling its mission. We value the perspectives and contributions of all people and want to inspire and nurture the human spirit. Our community is made up of varied beliefs, ideas, world views, and personal characteristics. We are committed to fostering a global community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status.

**As we move locations from year to year, travel costs should balance out. We will review annually as part of the budget process.*