



GALA Board of Directors

Eligibility, Qualifications, Responsibilities

This document is intended for individuals considering a position as a member of GALA's Board of Directors. It outlines eligibility requirements, qualifications, and attributes of successful board members. Additionally, it describes the key responsibilities of individual board members and the collective Board of Directors.

www.gala-global.org

Eligibility and Qualifications

GALA's board should be balanced, diverse, and representative of the association's general membership. Successful board members have a history of engagement with GALA, a strong commitment to the association's success, and have personal qualities such as open-mindedness, foresight, collaboration, and integrity.

Eligibility Qualifications

- Minimum 3 years of GALA membership within the last 5 years (need not be with the same member organization)
- Executive- or senior-level professional with a minimum of 8 years of industry experience
- Employer's endorsement and support
- Demonstrable history of engagement with GALA through its programs and services, including prior GALA volunteer experience
- Commitment to GALA's mission and vision
- Absence of conflicts of interest (e.g., serving as an officer with a similar non-profit organization, receiving compensation for products or services detrimental to GALA, etc.)
- Acceptance of association policies

Personal Attributes

- Keen foresight and strategic thinking
- Commitment to the organization and the industry
- Expertise and experience in the industry
- Open-mindedness
- Excellent collaboration skills
- An earned reputation for integrity and honesty

Board Responsibilities

The GALA Board of Directors is responsible for developing the strategic direction of the association. The committee convenes monthly (virtually) to discuss the association's goals and priorities. The board is responsible for the following:

- Deciding matters of association policy, direction, and strategy
- Identifying and addressing short- and long-term association opportunities, threats, and priorities
- Establishing and dissolving committees, task forces, and working groups
- Serving as board liaisons on member committees
- Providing effective financial oversight
- Setting the Executive Director's goals and assessing their performance

Board members participate in executive sub-committees such as governance and finance, and as liaisons on member committees such as the annual conference program committee. During their tenure, board members should be prepared to devote time to GALA-related activities including:

- Regularly scheduled virtual board meetings
- Annual in-person board meeting (in conjunction with GALA's annual conference)
- Other potential face-to-face meetings, often co-located with major industry events
- Participation in member engagement initiatives and committees
- Leadership on specific association initiatives
- Amplification of GALA's messaging and online presence

Board members devote 3-8 hours per month to GALA volunteer work, including subcommittees.

Individual Responsibilities

Chair

- Meeting Management
 - Set meeting agendas with the executive director
 - Lead and guide board discussions; maintain group focus
 - Encourage all board members to speak and participate
- Executive Director Support
 - Meet biweekly (every other week) with the executive director

- Act as a trusted advisor and sounding board
- Lead the annual review of the executive director's work
- Board Governance
 - Assign executive committee leaders
 - Lead yearly self-checks for the board
 - Ensure the group follows its own rules, documents its decisions, and completes its action items

Vice-Chair

- In the absence or incapacity of the Chair, preside over board and membership meetings
- Chair the Governance Committee
- Serve as board liaison to an operational or ad hoc committee, if required

Secretary

- Record the minutes of board and membership meetings
- Serve as board liaison to an operational or ad hoc committee, if required

Treasurer

- Chair the Finance Committee
- Participate in the development of the annual budget
- Oversee the production of financial reports and an annual report
- Serve as board liaison to an operational or ad hoc committee, if required

At-Large Director

- Prepare for, attend, and actively participate in all Board of Directors meetings
- Attend and actively participate in the association's annual conference
- Accept, fulfill, and actively participate on board subcommittees and association operating committees (as appointed)
- Handle all assigned responsibilities professionally and dutifully
- Abide by the Association Policies as outlined in the Board Policy Manual
- Maintain a working knowledge of the affairs, policies, and activities of the Association
- Actively, professionally, and enthusiastically advocate, support, and amplify the Association's mission and public image
- Professionally express one's opinion during board discussions and debates, and speak with one voice regarding final decisions by the Board of Directors