



Responsibilities of a Board Member

The Board is the governing body of the MGCA and has authority and responsibility for the supervision, control, and direction of MGCA. As such, the Board will identify and address strategic issues, set policy, and provide fiscal oversight.

Responsibilities of a MGCA Board member are:

1. Directors should be familiar with the Bylaws of MGCA and understand that they represent the entire membership of MGCA.
2. Directors must be informed about the affairs of MGCA to properly act in the best interests of MGCA.
3. Directors should actively participate during meetings and read all informational material provided with a meeting agenda which will be distributed by staff via email one week prior to each Board meeting.
4. Directors will attend all meetings of the Board unless it is not possible to do so in an individual instance. She/he may not designate an alternate Director. The Board typically meets four times per year. Annual Board meeting dates will be distributed with the minutes of the first Board meeting of the year. Conflict of Interest forms to begin on January 1, will be distributed at the last board meeting of the prior year and returned no later than December 31.
5. Directors will actively promote MGCA, act as ambassadors and encourage others to join, and be involved with MGCA.
6. Directors are responsible for their travel expenses to and from Board meetings.
7. Directors should also listen to members about their concerns and follow an appropriate path to resolve concerns. However, Directors should avoid making a particular promise on behalf of the Board to a member, as an individual Director has no individual authority to do so.

Directors will not participate in any association decision in which they have a material interest, without first informing the Board of the interest and following proper procedures.

Proper procedures, in this case, mean the following:

1. If an item appears on the Board agenda in which a Board member may have a material interest, that member must first announce to the Chair and the rest of the Board that they have a material interest in the agenda item.
2. The President will inform the Board member that they may be involved in discussion, however, will not be able to vote.
3. After discussion, the Board member with a material interest will be asked to leave the room in order for a vote to be taken without duress.
4. After the vote, the Board member will be asked to return to the meeting and the Chair will immediately inform the member of the decision, but not the tally of the vote nor which Board members voted for or against the motion.

No Board member has the right to enter into a contract or agreement on behalf of MGCA.

Time Commitment: Approximately two to four hours per month plus travel and attendance at four Board of Directors meetings.

MGCA Board Members – Role as an Ambassador

Primary Expectations:

- Cultivate relationships with **non-members** as prospects
- Help secure or introduce a **new sponsor or exhibitor**
- **Nominate one person** as a candidate for the MGCA Board or committee

Additional Expectations:

- Meet with two members (unengaged) that you do not know during the year
- Attend Legislative Day, MGCA Golf Outing, and the MI Golf Business Conference to the very best of your ability.
- Encourage your staff/colleague engagement (volunteer on a committee, participate in a session)
- Invite a guest to one MGCA event during the year
- Support MGCA social media (post, like, share)

Approved by MGCA Board on June 11, 2024