

Job Description: NASCO Board Member

Selection Process & composition:

Twelve of the board members are elected for three-year terms on a staggered basis. Generally, four board members are elected in the spring each year according to the NASCO Election Procedures.

The board also includes an Active Member Representative, elected at NASCO Institute each year, one director selected by the NASCO Properties Board, one appointed representative from the People of Color Caucus, and two appointed caucus chairs.

Our board of directors comprises of NASCO members, NASCO alumni, members of non-NASCO housing and worker cooperatives, and people who are no longer living in cooperatives but are still active in the cooperative movement.

Term: Three years for elected Board Members, one year for the Active Member Representative, two years for People of Color Caucus chair and Diversity Congress chair, one year for the other caucus appointee. In the event that a director does not finish their term, a candidate serving for the remainder of the departing director's term will replace them.

Accountable to: The Membership of NASCO.

GENERAL ACCOUNTABILITY:

A director of the NASCO Board has four general responsibilities:

1. Planning and Stewardship: Individually and collectively, Directors on the NASCO Board develop with staff and members NASCO long and mid-range plans. This process includes development, approval and periodic review of NASCO's business plans, budgets, and annual and semi-annual objectives.
2. Guidance and Oversight: Individually and collectively, NASCO Directors provide continuous evaluation and feedback on NASCO's programs and services. NASCO Directors are responsible for evaluating staff performance, providing feedback on staff proposals for services and program changes, and initiating proposal on NASCO's services, programs and organization.
3. Program Support and Representation: Directors on NASCO Board from time to time will be requested to supplement NASCO staff in providing services to members and in representing NASCO to members and the broader cooperative communities of Canada and the United States.
4. Financial Assistance: Directors will seek to contribute their time and energy to projects and activities which will assist NASCO financially.

NASCO BOARD TRAVEL POLICY:

NASCO shall reimburse Directors for all travel expenses exceeding \$200 in a given year, \$150 for individuals who do not have institutional support in funding their deductible. If the \$150 deductible



will cause financial hardship, the deductible can be waived. Board members are directed to travel using low-cost excursion fares. Staff is directed to notify Board members five weeks in advance of a meeting to make travel arrangements and to schedule meetings to minimize travel expenses. A summary of travel expenses shall be distributed at each meeting.

SPECIFIC RESPONSIBILITIES:

1. Directors will attend NASCO Board meetings and, if an officer of the Board, NASCO Executive Committee meetings. Two unexcused absences in a year will result in dismissal from the Board.
2. Directors will make every effort to attend the NASCO Institute and the various governance-related functions held at that time. (Most Institute expenses are deferred for directors. Directors pay only food and travel expenses.)
3. Directors will keep abreast of NASCO issues and activities by reading and, when appropriate, responding to monthly reports and other Board materials.
4. Directors, when possible, will seek to support NASCO programs and service activities by assisting in NASCO's training and representational activities. (In most cases, NASCO will pay for all expenses associated with these activities.) For example, directors may assist in trainings, fundraising, recruitment, visits to Active Member co-ops, representation of NASCO at associating meetings, etc.
5. Directors of NASCO will, where appropriate, make themselves available to NASCO members and represent NASCO member opinions and concerns on the NASCO Board.