EXPECTATIONS OF SERVICE ON THE ICMA EXECUTIVE BOARD

Time and Travel Commitments

*Board Meetings.* The board meets four times a year and board members are expected to attend every meeting. There are meetings the Friday-Saturday before the annual conference and then a Thursday-Saturday schedule in:
- early November or early December
- late February
- late May/early June

Board members have the opportunity to comment on dates proposed by the President-elect before they are finalized.

Conference call committee meetings may also be scheduled during the year.

*State and Committee/Affiliate Meetings.*

Vice Presidents:
- The three vice presidents in each U.S. region share representation responsibilities for state associations. Vice presidents typically attend two or three state meetings, in addition to their own, and attend the Regional Summit in their region in March or April. International vice presidents usually attend one affiliate country’s meeting other than their own and may attend the International Regional Summit.
- As liaisons to committees, task forces, or affiliates, vice presidents attend meetings held at the annual conference and may attend a mid-year meeting if held.

Other Responsibilities
- In 2004 the board adopted recommendations from the Task Force on Financing ICMA which included engaging in a major membership recruitment and retention effort. The goal was for ICMA to retain its current membership, attract managers and assistants who are currently not members, and encourage the next generation of managers to join the Association. When it adopted the recommendations, the board made a personal commitment to recruit new members in their regions. This commitment has been reaffirmed by each subsequent board.
- ICMA Executive Board members are expected to champion ICMA’s priorities. Current examples include The ICMA Fund for Professional Management, the *Life, Well Run* campaign, and Voluntary Credentialing.
- There is considerable reading and member contact in between these meetings. Examples: monthly board mailings/emails, agenda materials for board meetings, regular contact and correspondence with members and with ICMA staff.

Financial Commitments
ICMA pays for almost all travel obligations of board members. The only exceptions are the annual conference and the member’s own state/country meeting. It is assumed that board members would be attending those anyway. ICMA does pay the hotel and group meal costs of the two extra days of the pre-conference board meetings. Travel expenses are reimbursed for all assigned state/country or task force/committee travel and for non-conference board meetings.