



CGJA Nominations-Elections Committee Duties and Responsibilities of CGJA Directors

Any candidate should be advised of **ALL** of the following **BEFORE** they are asked to decide whether they wish to serve as a CGJA Director.

Directors' responsibilities are covered in CGJA Bylaws, Article 6. DIRECTORS, Section 4. Duties (a) - (g), as follows:

Section 4. Duties

It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by law or these By-laws.
- b) Prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the Corporation, except as otherwise provided in these Bylaws.
- c) Supervise all officers, agents, and employees of the Corporation to assure that their duties are performed properly.
- d) Meet at such times and places as required by these Bylaws.
- e) Register their address, including any electronic address (e.g., e-mail or fax) with the Secretary of the Corporation.
- f) Recommend a slate of candidates to the membership for election every year for twelve (12) Directors.
- g) Elect officers of the Corporation.

And in the CGJA Policy Manual, Section 2.013, (A.-E.), Director's Responsibilities, as follows:

2.013 Director Responsibilities

- A. In addition to those duties outlined in the CGJA Bylaws, Directors shall attend all Board meetings except when excused by the President. Directors must be willing to participate in teleconference or face-to-face Board meetings at their own expense.
- B. Directors shall read and review all agenda packet items in preparation for each Board meeting.
- C. Directors shall attend the CGJA Annual Conference if possible, and shall do so at their own expense.
- D. Each Director shall be active on at least one of the CGJA's committees.
- E. Directors shall monitor and when necessary promptly respond to email and voicemail communications regarding the business of the Board and their committee(s).