



Director at Large

Position Description

The AMUG Director at Large is appointed by the AMUG Board of Directors and serves on the Board of Directors for two years. The Director at Large works in an advisory capacity within the AMUG organization and provides secondary fiduciary oversight. The Director at Large must have previous experience as serving on the Board of Directors be a U.S. citizen and adhere to a background check prior to appointment.

Primary responsibilities of the Director at Large include, but are not limited to:

- Operations Advisor
 - Provides continuity in strategic purpose and direction and ensures the Board of Directors maintains focus on the Objectives and Purposes as outlined in the AMUG Bylaws.
 - Advises the Board of Directors when called upon through the obtained skills and perspective of AMUG operations, partnerships and historical reference to provide guidance to the AMUG Board of Directors.
 - Assists in develop long-term strategies within the AM industry through long-term, strategic partnerships with associations or organizations
- Financial Advisor and Assistance
 - Reviews and monitors all AMUG bank statements and credit card statements.
 - Provides a high-level checks and balance for any unusual activity.
 - In the unforeseen event the Treasurer is unable to perform their financial duties, the Director at Large acts as “back-up account signer” for the AMUG organization.
- Committee Participation:
 - Chairs the Collaboration Committee;
 - Board liaison for the International and DINO Selection Committee;
 - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the newly appointed Director at Large.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – 4 days/year (Travel required)
- Committee meetings - Chairs one committee, liaison to two committees, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time

Term

- Director at Large position is a minimum of two years, appointed by the AMUG Board of Directors.
- No limitation on the number of terms.

Qualification

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Director at Large must be a U.S.A. citizen.

Director at Large must adhere to a background check prior to appointment.



DIRECTOR AT LARGE JOB DESCRIPTION

AMUG Board of Directors

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.
Director at Large must have served as a previous AMUG Board of Director.

Revision History

Amended 10/20/2022, AMUG Board of Directors
Amended 07/20/2023, AMUG Board of Directors