



## 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 mentorship for incoming board members. The Director at Large must have previous experience serving on the AMUG Board of Directors.

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

- 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the Board of Directors through the acquired skills and perspective of AMUG operations, industry collaborations, and historical reference to provide guidance.
- Assists in developing long-term strategies within the AM industry through long-term, strategic collaborations with associations or organizations.
- Provides mentorship to incoming board members by providing guidance and sharing institutional knowledge to ensure a smooth and effective transition into roles within the board.
- Works with Director, Membership and Director, Education and Conference to review member feedback and survey results to provide strategic insights to the Board at the Annual Meeting held in July of each year.
- Champions the initiation and execution of new projects and initiatives within the 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.

### **Experience**

Demonstrated active support of AMUG's mission, philosophy, objectives, and purpose.

Director at Large must have served as a previous member of the AMUG Board of Directors.



**DIRECTOR AT LARGE JOB DESCRIPTION**  
AMUG Board of Directors

**Revision History**

Amended 10/20/2022, AMUG Board of Directors

Amended 07/20/2023, AMUG Board of Directors

Amended 12/21/2023, AMUG Board of Directors