

## JOIN THE VSLA BOARD! AT-LARGE MEMBER

**Qualifications**

* Must be a member in good standing of VSLA
* Shall have served at the local and/or state level in a leadership capacity
* Shall follow board commitment, attendance and ethics policies

**Responsibilities Defined by Bylaws**

The At-Large Board Member shall

* Support the VSLA mission, vision, and goals
* Serve as a member of the Board of Directors and the Leadership Team
* Assume the duties of office at the end of the Spring Leadership Team meeting

**Responsibilities Defined by VSLA Policy**

The At-Large Board Member shall

* Read VSLA Bylaws and Policy Manual for details of duties related to the position prior to taking office
* Support the VSLA mission, vision and goals
* Fulfill duties assigned by the Board of Directors
* Attend all scheduled board meetings by clearing personal schedules thereby limiting the number of conflicts.
* Share responsibilities of BOD work, including assistance with conference planning
* Attendance at all Board of Directors meetings and Leadership Team meeting is expected.
* The Board of Directors meet prior to each Leadership Team meeting (usually the week before) and at least two additional times during the year. Additional Board of Directors meetings, deemed necessary by the President, can be held by phone or virtually. Board meetings on average are four to five hours in length.

**Submission Information**

Candidates shall submit

* Candidate Declaration Form
* Candidate Vitae
* Candidate Statement including goals for VSLA and contributions that will be made to VSLA if elected

**Attendance Policy**:

The Virginia State Literacy Association requires board members to attend all scheduled board meetings as those meetings are announced well in advance. Board members are expected to clear their schedules in advance for all scheduled meetings, thereby limiting the number of conflicts. We recognize that circumstances beyond the control of the member may occur, nonetheless it is expected that board members make every effort to attend all meetings. If an emergency or conflict arises, it is required that board members inform the President immediately of the conflict.

Scheduled meetings are recorded and it is up to the absent or late board member to “catch up” on any discussion and/or action of the board. The board will not rearrange the agenda to accommodate a member’s schedule change as this may inconvenience other board members and/or disrupt the meeting.

The Board Governance Committee will review attendance from Chapter, VSLA Board and Leadership Team meetings when reviewing candidates for VSLA’s Board.

Board members who miss two (2) scheduled meetings may be asked by the President to resign.

**Completed Nomination packet must be e-mailed no later than January 20, 2023 to:**

**Anne Perdue**

**anne.perdue@vslatoday.org**