

## **Association Typographique Internationale ATypI - June 2017**

### **REF: Directors responsibilities overview. Version 1.0**

#### *Responsibilities*

- Establish and uphold the Mission, Vision, and Strategic Plan for the organization <<https://www.atypi.org/about-us>>.
- Develop and monitor policies and organizational goals in support of the Strategic Plan.
- Approve and monitor organizational programs and services.
- Assess the appointed officers' performance in achieving of the stated plan.
- Provide fiduciary oversight of the organization's overall fiscal operational management, investments, real property and resources.
- Represent ATypI, its activities, its membership, and its board and committees in a professional and respectful manner, adhering to non-disparagement policies, codes of conduct at conferences, on social media, etc., and in other professional settings.
- Communicate and promote ATypI's mission and services within the community.

#### *Expectations for Execution of Responsibilities*

In order for the Board to fulfill its responsibilities, individual members are expected to accomplish the following:

- Develop and maintain a working knowledge of the organization and its programs.
- Develop and maintain a body of knowledge of relevant external trends in order to contribute fully to the thinking and discussion of current issues/topics.
- Participate in the Annual Conference hosted by the Atypi.
- Prepare for each Board meeting through review of materials sent in advance and formulation of questions and responses to issues in advance to ensure effective decision making as a governing body.

- Attend meetings on a regular basis. (there is one Board meeting at the time of ATypI's yearly conference, the rest of them are generally online).
- Self-evaluate the Board's overall performance annually.
- Respect and maintain confidentiality.
- Provide direct financial support by being current in membership.
- Respond promptly to requests for information or meeting setup.
- Identify, cultivate, and nominate potential Board members and aim to foster a culturally diverse Board.
- Avoid any conflicts of interest or promptly disclose in writing any conflict of which you are aware.
- Contribute to advancing Atypi in a minimum of one, and preferably more, of the following ways:
  - . Serve as an ambassador and participate in advocacy efforts.
  - . Participate in development/fundraising efforts.
  - . A chair of a committee or task force.
  - . Represent Atypi at community events of importance to its mission and visibility.
  - . Participate in Atypi sponsored events.