

## **Expectations of Board Members**

The SD/PEN Board of Directors manages the San Diego Professional Editors Network in support of the members' needs. All Board members incur the following general responsibilities, in addition to those tasks related to their specific role and assignments.

### **Leadership**

Board members take leadership responsibilities in SD/PEN based on their interests, abilities, and the need.

Tasks may include:

- Researching topics
- Planning meetings
- Directing activities
- Participating in discussions
- Planning for growth and community participation
- Recruiting and supporting others to help plan and organize functions
- Acting as a liaison to committees
- Representing SD/PEN at community gatherings

### **Communications**

Board members communicate with others in compliance with SD/PEN's Core Values. (See separate document.)

### **Attendance**

Board members attend all Board meetings and contribute actively to discussions.

- If a Board member must miss a meeting, he/she will notify the President in advance. If possible, the Board member will provide input toward the agenda items to be discussed in the missed meeting.
- Due to the critical need for active participation, Board members who miss more than two meetings in one calendar year may be asked to leave the Board, at the President's discretion, with Board approval. The Board may or may not appoint an interim replacement to serve for the remainder of the calendar year.