



American Camp Association  
New Jersey Section  
Qualifications & Responsibilities for  
the position of Board Member

**RESPONSIBLE TO:** President of the Board

Term: 3 years, unless filling an unexpired term

President Elect: one year term, followed by a 3 year term as president and 2 years as past president

**QUALIFICATIONS:**

- Must consent in writing to be placed on the election ballot.
- Must provide a brief personal biography and position statement for the election ballot.
- Must have a desire to serve in a leadership position of the Section.
- Must be a member in good standing of the New Jersey Section.
- Previous participation on a section committee is preferable, but not required.

**RESPONSIBILITIES:**

- Attend and participate actively in all board meetings. Typically, 5 meetings annually Sept.-May.
- Regularly attend section sponsored events.
- Serve as chairperson/member of committees as assigned after consultation with the president of the board.
- Prepare for board meetings by reviewing pre-meeting materials and be prepared to discuss or participate in board action as determined by the topic or agenda.
- Be an active participant in establishing the direction, supervision and control of the Section.
- Be familiar with section finances and budget so that you are knowledgeable when making decisions.
- Comply with all board policies, laws and regulations as outlined in the by-laws governing the organization.
- Serve as an advocate for membership in the American Camping Association.
- Disclose any potential conflicts of interest and be willing to abstain from any votes or discussions related to a possible conflict.
- Respect the opinions of others when participating in board meetings.
- Attend board development training and/or board orientation as scheduled.
- Resign from the Board of Directors if unable to execute duties.