

BA-FCA Board Member Terms, Roles and Responsibilities, Qualifications

1. Board members serve for a term of 3 years and may be elected to a second 3-year term
2. Board members should attend board meetings, the annual meeting, and Board-sponsored events
3. The primary duty of the Board and of each of its members, is to assure the continued success of BA-FCA. They do this by supporting the organization's mission and goals, raising the funds necessary for the continued functioning of the organization, and promoting BA-FCA among their business and social connections to build interest in the organization and its efforts.
4. Board members should dedicate at least 10 hours/month to activities associated to the above duties. Activities include but are not limited to: attending Board and Committee meetings, distributing literature, researching and collecting information about local death-care options and providers, researching and writing newsletter articles, giving talks and presentations to community groups, staffing tables at promotional events such as senior faires, assisting in putting on special events such as workshops, seeking out and coordinating opportunities to promote and publicize the work of BA-FCA, raising funds, and recruiting new members.
5. Board members should serve on committees of the Board and be willing to Chair at least one committee. Committees provide reports of their activities at the monthly Board meetings. The following are some examples of committees and what they do:
 - Committees are created to manage events, such as the Annual meeting or information workshops
 - The Mortuary Committee gathers information and updates the mortuary price surveys
 - The Budget Committee creates the annual budget
 - The Finance Committee oversees financial activity
 - The Publicity Committee seeks out and implements opportunities to raise the visibility of BA-FCA
 - The Fundraising Committee strategizes ways to raise funds to keep the organization sound financial footing, and carries out approved fundraising projects.
6. Board members should be willing to serve as an Officer of BA-FCA. Officer roles are: President, Vice President, Secretary and Treasurer.
7. Qualifications for serving on the Board of Directors include:
 - Having the desire and ability to attend meetings and participate in Board activities
 - Energy, enthusiasm, commitment, leadership, and time
 - Having no financial connection to the funeral industry or any death-care service provider
 - Have an email address and regularly check email.
 - Desirable qualifications include experience in law, legislation, accounting, fundraising, outreach, marketing, publicity, writing/publishing, public speaking, hospice/hospital/health care, managing volunteers, information technology, social networking, databases, website maintenance, or senior issues.