

EXPECTATIONS OF SERVICE ON THE ICMA EXECUTIVE BOARD

Time and Travel Commitments

Board Meetings. The board meets four times a year. There are meetings the Friday-Saturday before the annual conference and then a Thursday-Saturday schedule in:

- early-November or early-December
- early-February to early-March
- early-mid June

Board members have the opportunity to comment on dates proposed by the President-elect before they are finalized.

Conference call meetings may also be scheduled during the year.

State and Committee/Affiliate Meetings.

Vice Presidents:

- The three vice presidents in each U.S. region share representation responsibilities for state associations. Vice presidents typically attend two or three state meetings in addition to their own. International vice presidents may attend one affiliate country's meeting other than their own.
- As liaisons to committees, task forces, or affiliates, vice presidents usually attend only those meetings held at the annual conference.
- U.S. vice presidents decide, by region, whether to conduct separate winter regional meetings/Summits with officers and members and if so, which VPs attend.

Other Responsibilities

- The final report of the Task Force on Financing ICMA recommended a major membership recruitment and retention effort for the coming five years. The goal is for ICMA to retain its current membership, attract managers and assistants who are currently not members, and encourage the next generation of managers to join the Association. When the board adopted the final report in July 2004, the board made a personal commitment to recruit new members in their regions. This commitment has been reaffirmed since then. They have developed work plans for each region and established specific recruitment goals. These will be updated annually. The Senior Vice Presidents take the lead role in each region.
- There is considerable reading and member contact in between these meetings. Examples: monthly board mailings/emails, agenda materials for board meetings, regular phone contact and correspondence with members and with ICMA staff.

Financial Commitments

ICMA pays for almost all travel obligations of board members. The only exceptions are the annual conference and the member's own state/country meeting. It is assumed that all board members would be attending those anyway. ICMA does pay the hotel and group meal costs of the two extra days of the pre-conference board meetings. Travel expenses are reimbursed for all assigned state travel and for non-conference board meetings.