



ASDP Officer and Board of Directors Commitment Form

1. Attend regular meetings of the ASDP Board of Directors. Be accessible to Board colleagues and ASDP staff for phone/email consultation.

Note: The Board of Directors may meet quarterly, which typically includes three two-hour teleconference calls (April or May, June or July & Sept), and a three hour in-person meeting at the Annual Meeting in the fall. Other meetings as needed via teleconference calls throughout the year.

2. Represent the general membership. Actively promote the benefits of ASDP to ensure retention of existing members and aid in recruiting new members.
3. Provide leadership to ASDP committees and task forces. Some board positions require a number of telephone meetings per year plus individual committee task completion time.
4. Understand the budget and take an active part in reviewing, approving, and monitoring the budget. Actively support the revenue-generating activities to meet it.
5. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues put before the Board.
6. Review and act upon committee or staff recommendations brought to the Board for action.
7. Participate in strategic planning and leadership development, which may include expanding one or more of the three teleconference call meetings.
8. Actively promote ASDP, and encourage and support the chief executive and staff.
9. Willingly offer personal and professional skills, relationships and knowledge for the advancement of ASDP.

Statement of willingness to serve: If selected by the Nominations Committee and Board of Directors, I agree to stand for election. I am an ASDP member in good standing and my dues are current through June 30, 2022. I have read the Officer and Board of Director position descriptions and I understand the responsibilities and the time commitment required of me. I am aware that this statement of general responsibilities is an expression of good faith and provides a common ground upon which Officers and Board members can operate. I understand that Officers and Board members have a legal obligation of duty, care and loyalty to serve ASDP members. I welcome this commitment and I am unaware of any real or potential conflicts of interest that would prevent me from serving ASDP in an elected capacity.

Print name/Sign/Date

Note: Agreement is required for final consideration

Please return no later than **March 30, 2022** to Maggie Substalae.

Email: msubstalae@asdp.org | Phone: 847.686.2283