



PBFA Board Member Responsibilities & Job Description

Board Member (Director)

- Serve for two full years.
- Attend all meetings of the Board.
- Become knowledgeable about the activities and business of PBFA.
- Read and understand the bylaws.
- Leave your “brand hat” at the door and work to advance the entire industry.
- Review and approve strategic plans, budgets and assist the Chief Executive Officer.
- Assume leadership role or participate in at least one activity or committee of the Board.
- Spend 1- 5 hours per month on that one activity or committee.
- Represent PBFA at membership, fundraising, and other events.
- Attend PBFA events, including fundraisers, act as an ambassador, and volunteer to assist in event-related activities as required.
- Respond to staff inquiries in a timely manner, within 1-2 business days.
- Other duties necessary to maintain and advance the organization.