

Become A Board Member!

Great candidates have:

- Interest and enthusiasm to serve on the national board
- Diversity in talents, life experiences, and skills in many fields such as accounting, development, marketing, public relations, technology, and others

Serving offers opportunities to:

- Develop new skills and leadership abilities
- Strengthen the community in which you live
- Apply your skills, talents, and expertise to a valued organization

Applications are currently being accepted for:

Current vacancies:

- *Development Chair* for the unexpired term from July 1, 2018 to June 30, 2021
- *Northeast District Membership Delegate* for the unexpired term ending June 30, 2021
- *Central District Membership Delegate* for the unexpired term ending June 30, 2022
- *West District Membership Delegate* for the unexpired term ending June 30, 2020

Positions up for election for the upcoming term July 1, 2020 to June 30, 2023 are:

- *Botany & Horticulture Chair*
- *Secretary*

Vice President is appointed by the Board of Directors (two year term followed by 2 years as President and 2 years as Past President, Nominating Chair) and approved by the members at the Annual Meeting of Members. We welcome your applications for the position.

The following *District Membership Delegate* positions are in rotation for re-election or election for the term from July 1 2020 to June 30 2023

- *Mid-Atlantic District Membership Delegate*
- *Southeast District Membership Delegate*
- *West District Membership Delegate*

Download an application [HERE](#)

HSA seeks members who are committed to the organization and have the talents and skills to guide the strategic vision and mission of The Society.

Those who volunteer and are selected for board service learn more about The Society's mission statement, bylaws, operating procedures and guidelines, financials, the current strategic plan, and pending items through several avenues which include self-guided online orientation. No one is expected to begin on the board and already know these things. Additional training is provided prior to board meetings and as needed on a personal level, which enables us to be effective board members who are familiar with our foundational documents. This supports a better appreciation and understanding of The Society, as well as understanding the previous boards and their contributions to build a solid foundation based on good business practices, transparency to our members and donors, ethics, and responsibilities to the communities it serves and the environment.

How often does the board meet?

The board is required by our bylaws to conduct a minimum of three meetings a year. In previous years, sometimes additional meetings are scheduled if special business needs to be conducted. The additional board meeting is called by the board president with full board approval.

Where does the board meet?

At least two of the board meetings are held via webinar from the comfort of your home. This requires you to have a computer with microphone capability and a good Internet connection. This method of meeting, either by webinar or teleconference, has saved considerably with travel expense for board members and The Society.

The board is required by our bylaws to meet face-to-face prior to the Annual Meeting of Members and/or Educational Conference at the location of the annual meeting or conference. Board members arrive prior to the conference for the board meeting, which historically conducts business over a two to three-day period.

How long are the board meetings?

All board meetings usually require two days. These meetings include time for comfort breaks and lunch. An agenda is prepared in advance of each meeting so that board members know what to expect and how to plan. Webinar meetings are considered just as important as being on site, as if we are sitting around a conference table. Webinar meetings can have challenges in how we handle calling on board members but the board president ensures that each board member has an opportunity to contribute and speak.

What is a board meeting like?

Whether meeting by webinar or in person, the board president presides over the meeting. The board president will set the agenda with input from the headquarters administrator and all board members. The board meetings usually contain time prior to the meeting to have facilitated discussions on pending business, allowing ample time for consideration before voting during the board meeting.

How much time does it take?

Certainly time commitment is a challenge for everyone and effective time management is critical. Your service on the board requires respect for your fellow board members, staff, and committee members. We all have commitments in our lives that may require time away from board time. We ask you to be considerate and communicate any needs to the board president. All positions on the board have a job description, which helps plan activities and anticipate deadlines. An Administrative Calendar is maintained with key dates and deadlines listed. Board meetings are scheduled with board members notified of the dates well in advance, so that any conflicting planned activities can be identified and called to the attention of the board president, well in advance.

How much will it cost?

Financially, board members are asked to make a personal financial commitment to The Society at a level that is comfortable for each individually. The Herb Society of America feels that it is important for board members to lead by example. We have found that it is very hard to ask our members to give, if the board does not participate. For best practices of a nonprofit it is prudent that the board is fully invested at some level. To be a member of The Society's board

means a commitment to a level of giving that you are comfortable with, whether \$5 or \$50,000. The amount you give on an annual basis is confidential between you and the headquarters administrator.

What about travel required?

We reduced the necessity to travel for all board meetings, to just requiring it for the board meeting prior to the Annual Meeting of Members and Educational Conference. Other board meetings are held via webinar or teleconference from the comfort of your home. The board establishes, on an annual basis, the rate of reimbursement for board member travel expenses as we develop the annual budget. Reimbursement varies, dependent upon approved budget funds. Board members follow the expense reimbursement policy and turn in an expense report for approved travel.

Membership Delegate Travel to District Functions - Each district has funds that are raised within the district. These funds are utilized for the delegate's travel for district business, for district gathering deposits and expenses, and for unit visits. Delegates are to be mindful of their district travel needs and expense reporting/budgeting as per the Expense Reimbursement Policy.

Your service to The Herb Society of America and its membership will be very much appreciated!