



Promotional Products
Association of **Florida**

Board Member JOB DESCRIPTION

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of PPAF is to contribute to our members' professionalism, provide access to effective industry business practices and inspire financial success while implementing programs to expand the use of promotional products in Florida.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Executive Director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring PPAF's programs and services
- enhancing PPAF's public image
- assessing its own performance as the governing body of PPAF
- supporting all PPAF activities

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial sustainability of PPAF and to advance its mission.
- keep membership with PPAF in good standing each year.
- help identify personal connections that can benefit the organization's membership, events, and PPAF Expo.
- prepare for, attend, and conscientiously participate in board meetings, which are monthly.
- participate in the PPAF Expo.
- participate fully in one or more committees.

BOARD MEMBERS ARE ALSO EXPECTED TO:

- follow the organization's bylaws, policies, and board resolutions with the utmost integrity.
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- maintain confidentiality about all internal matters of PPAF.