



GLOBAL EQUITY ORGANIZATION (GEO) BOARD MEMBER EXPECTATIONS STATEMENT

GENERAL EXPECTATIONS

1. Support GEO's mission, purposes, goals, policies, and programs while acknowledging its strengths and needs.
2. Serve actively in board meetings and on committees of the Board. Attend all meetings, collaborate with other board members, be vocal in your views and contributions. Meeting chairs will ensure minutes are completed on a timely basis and are presented for review and approval. All board members are responsible for ensuring the minutes are representative of the actions taken. Complete tasks required for the Board and committees in a timely manner.
3. Attend GEO activities and events including annual, regional events, webcasts, and local chapter meetings. Each Board member commits to attending the events at which in-person board meetings are held as a minimum. Participate in all aspects of the events while present (i.e., Board members are expected to be present for the duration of the event from beginning to end including all general sessions, networking, awards, receptions, etc.)
4. Regularly promote GEO activities to personal and business networks.
5. Be an active contributor to GEO's online private community, GEOconnect.
6. Respond to other requests for assistance from GEO Board, Chair and Staff in a timely and responsible manner.
7. Act as the worldwide liaison for your firm's support of GEO (chapter meetings, sponsorship, conferences, speaking proposals).
8. Suggest highly regarded industry professionals who have the potential to make significant contributions to the work of the Board and the progress of GEO.
9. Conduct all GEO board-related communication via GEO's BoardVantage portal including scheduling all committee meetings and, for meeting owners, logging participant attendance.
10. Be an ambassador of GEO within and outside of your organization every day. Update your bio to include reference to your Board position. Be engaged and excited about your participation on the board.

DIFFERENTIATION OF ROLES

1. Understand and respect the differences between roles of a GEO Board member as outlined below.
 - a. **Governance** – Role that carries legal authority when the full Board meets or a committee with fiduciary responsibilities meets (i.e., Executive, Elections and Governance and Finance/Audit Committees). This role requires members to always act in the best interests of the organization and to speak with one voice outside of meetings. Your role as a board member is designed to be strategic in nature and not operational, please consider this fact before acting.

- b. **Implementation** – Role that carries out a board decision or implements a board policy only as directed by the Board and within the parameters of the decision.
- c. **Volunteer** – Role that carries out all other activities other than the above and falls under the direction of the GEO CEO/Executive Director. Decisions and all coordination and communications must be directed through GEO’s Executive Director. Includes all other committees, councils, and task forces not in a governance or implementation role.

MEETINGS

1. Prepare for and participate in GEO’s Board meetings, scheduled committee meetings and social media activity. Attendance at scheduled Board functions is tracked and participation at or above 75% of all formal board and committee meetings is expected. No “excused absences” are granted for prior scheduled meetings, or other obligations. Participation below the expected level and/or non-attendance at two consecutive in-person meetings will result in a request to leave the Board.
2. Ask timely and substantive questions at Board and committee meetings consistent with personal conscience, convictions, and ethics, while supporting the majority decision on issues decided by the Board. Be engaged.
3. While a participant in decisions impacting GEO matters, decisions should be guided only by what is in the best interest of the organization’s mission, members and staff.
4. Provide materials for committee and board meetings as requested.
5. Ensure focus of engagement with GEO is on matters of strategy, policy, governance and fundraising and avoid operational interference.
6. Maintain confidentiality of the Board’s sessions and speak for the board only when authorized to do so.
7. Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed.
8. Respond to requests of the Chair and other Board and Committee members when requested on a timely basis, providing thoughtful and appropriate feedback and contributions.
9. Do not permit distractions during meetings – put away phones, computers and other electronic devices during Board meetings and tend to business only during breaks. Infrequent interruptions that cannot be avoided should be addressed outside of the boardroom.

AVOIDING CONFLICTS

1. Serve GEO as a whole rather than any special interest group or constituency.
2. Avoid even the appearance of a conflict of interest that might compromise the Board of GEO and disclose any possible conflicts to the board in a timely fashion.
3. Never accept or offer any favors or gifts from or to anyone who does business with GEO.

FIDUCIARY RESPONSIBILITY

1. Exercise prudence and sound fiscal practices with the Board in the control of GEO funds.
2. Faithfully read and understand GEO’s financial presentations and otherwise help the Board fulfill its fiduciary responsibility.

FUNDRAISING AND MEMBERSHIP

3. Assist the GEO with creation and implementation of fund development strategies with the understanding that this is a primary Board responsibility.
4. Actively advocate within your organization (or with your advisors, providers and colleagues) to financially participate in GEO, and with the realization of the leadership role the Board plays in fund development.
5. Actively participate in Business Development requests. If your company prohibits a specific type of outreach, be creative – this is a primary expectation of all Board members.
6. Conduct membership outreach on a regular basis, resulting in new membership uptake of at least 5 new issuer members per year. Membership generation is an integral part of a board member's role, regardless of industry segment (issuer or provider board member). Set a personal goal for reaching potential new issuer and service provider members that allows you to meet and/or exceed this requirement.
7. Sponsor or exhibit (or encourage your providers and advisors) at GEO's Annual Conference and at least one regional event each year.
8. Actively extend invitations to clients and colleagues to all GEO conferences, events and chapter meetings. It is an inherent responsibility of all Board members to utilize your firm and professional networks, including social media, to distribute information regarding GEO events and actively encourage participation.
9. Openly and rapidly communicate any expected changes in your company's support of GEO. Encourage your company to collaborate with an annual support arrangement.
10. Assist in the timely collection of outstanding obligations between your firm and GEO.
11. Make GEO your primary industry-related activity for the duration of your Board engagement and one of your three giving and serving priorities.