



BOARD OF REGENTS Responsibilities of Membership

As the Board of Regents, we are setting the tone and example for the class and thus, must conduct ourselves in manner in keeping with that responsibility. By accepting a position on the Board of Regents, one is expected to uphold the following standards within the best interest of Leadership Grand Strand to accomplish continued growth and success of both the program and its participants.

- I.** Attendance at the annual Board of Regents Retreat to review the most recently completed class program and participate in the following areas to determine the program for the upcoming class year:
 - Program History
 - By-Laws Review (when necessary)
 - Budget and Finance/Sponsorships
 - Projects
 - Leadership Training and Programs
 - Alumni Association
 - Ann DeBock Leadership Award
 - Selection and Financial Assistance Committee

- II.** Regular attendance and active participation at all scheduled Board Meeting is expected. Allowing only two meetings to be missed per year. A Regent who anticipates missing a meeting must notify the Executive Director as soon as possible in order for the Executive Director to determine a quorum. A special meeting of the Board of Regents may be called the Chair or 2/3 of the members of the Board of Regents. Two days (48 hour) notice is required for any special meetings. A minimum of 2/3 of the scheduled meetings must be attended to remain a member of the board. If a board member does have a legitimate excuse for missing 1/3 or more meetings, in the form of an excused absence, this requirement may be waived. The decision to waive this requirement will be determined by the Board of Regents. Failure to meet attendance requirements will result in the removal from the board. The Secretary of the Board of Regents will be responsible for tracking board member attendance.

- III.** Board members are encouraged to attend Orientation, the Opening Retreat, monthly class sessions, community service projects and any scheduled socials to interact with the current class and alumni, whenever possible. All board members are required to attend no less than one regular class session during each class year.

- IV.** Board members will be held to the same standards of conduct as class members in regard to the following:
 - Board members shall not use cell phones in any manner, to include email, text, etc. during any class session or retreats. In the case of emergency, please step out of the room to use your phone out of sight of the class.
 - Name tags should be worn at all times during class sessions or retreats.

- The Dress Code for board members is business casual at all class sessions and casual for the opening retreat.

V. Active participation as a Liaison to assigned members of the current class is a requirement of board service, to include:

- Contact your assigned Students prior to Orientation to review important dates, expectations and requirements of the program.
- Contact with your assigned Students at least two times prior to December 31st of the given calendar year and at least two times prior to the end of the program year in May, to ensure proper progress is being made and to address any issues that may arise.
- On-going contact with Students is encouraged, to promote:
 - 1) Greater accessibility and exposure to board members and alumni who can provide the program and career advice.
 - 2) Insights and knowledge from the mentor on a specific skill, project, etc.
 - 3) New source for constructive feedback in development.
 - 4) Opportunity for collaboration.
 - 5) Expanded personal and career network.
 - 6) Sounding board for testing ideas and plans.
- Being an active Liaison will benefit you in the following areas:
 - 1) Enhanced coaching and leadership skills.
 - 2) Increased awareness of the program in the given year.
 - 3) Knowledge gained from those you contact.
 - 4) An opportunity to share one's expertise and experience.
 - 5) Opportunity for collaboration.
 - 6) Expanded personal and career network.
 - 7) Investment in the success and growth of the LGS program.
- Communication with the Executive Director and Chairman regarding any issues or concerns with Students regarding service hours, program requirements or any matters that may impact the class or program in any way.
- Sharing of Best Practices and Liaison Techniques amongst the Board of Regent members is encouraged.

VI. Positive promotion of the Leadership Grand Strand program within the community for the purposes of success, growth and recruitment is a responsibility of any Board of Regents member.

I, the undersigned, have fully read, understand and accept the expectations and responsibilities of the Leadership Grand Strand Board of Regents as put forth in this document.

Signature

Date

Printed Name