



Congress for the New Urbanism – Illinois Chapter Board Member Responsibilities

Board Meetings

As a fellow Board member, we require you to participate in our regular Board meetings. Those meetings are typically held on the first Thursday evening of every month, or as alternatively scheduled by a Board quorum not less than three days prior to the meeting date. Board meetings are typically not held during the same month as the national conference. You will be expected to cover the travel costs associated with each Board meeting. Our quorum requirement is a simple majority of all current Board members. Regular meetings are 60-90 minutes in duration and may be attended either in person or remotely by conference call.

Communication

There is ongoing email communication within the Board members. You are expected to respond in a timely manner to Board member correspondence and maintain good communication with the Board and its committees.

Membership and Events

You are required to attend and, if requested, participate in presentations and events. You are encouraged to attend the CNU national Congress and/or Transportation Summit. You may also be asked to represent the organization at various events and conferences throughout the year.

To set an example for other members, Board members are required to remain a paid member of CNU and to pay full registration costs and travel expenses when attending the annual Congress and/or Transportation Summit.

Fundraising and Financial Contributions

Board members are required to take responsibility for and be involved in fundraising for the organization. Each Board member is expected to contribute to fundraising efforts through personal contributions, soliciting contributions or high-level memberships from individuals and organizations, and securing sponsorships.

Committees

In addition to the duties listed above, Board members are expected to participate in various working committees during the year. These committees, made up of Board members and possibly other CNU-IL members, help establish policies and coordinate events and initiatives for the organization.

All board members are expected to chair or co-chair a committee. This responsibility includes operations, communications, our annual charter awards, social events, and the state conference.



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Terms of Office

Board members serve one (1) three-year term with a maximum of two (2) consecutive terms. Former Board members who have served two consecutive terms may be reappointed to the Board after taking a one-year absence. The Board has the right to review your status as a Board member if you miss two meetings, the state conference or do not fulfill other responsibilities within your three year term.

Board of Directors Composition

The bylaws require that the Board be composed of not less than six (6) and not more than (12) members, each serving staggered three-year terms. The first year of service on the Board is as a Board member. In the second year, Board members are eligible to seek office and serve on the Executive Committee as an officer of the corporation. In the third year of service, Board members are eligible to seek the Chair position.

Officers and Executive Committee Members

Treasurer – A Board Member becomes eligible after one year of service as a Board member

Vice Chair (External) - Board Member becomes eligible after one year of service as a Board member

Vice Chair (Internal) - Board Member becomes eligible after one year of service as a Board member

Chair - Executive committee member becomes eligible after one year of service on the Executive Committee

Secretary – Executive Committee Member & Board Member – serves as desired