

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2014</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT <b>Governing Board Responsibilities</b>	EFFECTIVE <b>7/03</b>	SUPERSEDES
	SPECIAL DISTRIBUTION <b>Chapter National Directors</b>		

**POLICY**

The Governing Board is the body with oversight responsibility for the affairs, funds, and property of FMCA, and the power to carry out the purpose of FMCA in accordance with the Constitution, Bylaws, Policies and Procedures, and the Strategic Plan.

**PROCEDURE**

Responsibilities

1. Individual members of the Governing Board shall assume the responsibilities that their office imposes.
2. The following statements describe the principal obligations of each member of the Governing Board:
  - A. Always think in terms of “FMCA first,” rather than “mine own self.”
  - B. Remember to represent, at all times, the best interests of the entire FMCA membership.
  - C. Understand that the basic function of the Governing Board is actually that of “oversight” and not “administrative,” and each should accept the responsibility of learning to intelligently discriminate between these two functions.
  - D. Recognize that authority rests only in the Governing Board and is exercised within official meetings and embodied in the acts adopted therein. Individual members never have any legal right to obligate the Governing Board or FMCA except by voting in assembled meetings or by mail balloting, and/or endowing the National Officers with delegated authority.
  - E. Take care to ensure that all actions of the Governing Board are in the best interests of the entire FMCA membership.
  - F. Insist that transaction of Governing Board business be conducted in an open, ethical, and “above board” manner through adequate consideration of all questions.
  - G. Endeavor to arrive at decisions only after all facts bearing on each question have been presented and freely discussed.



- H. Respect the opinions of others and graciously accept and adhere to the democratic principle of “majority rule.”
- I. Endeavor to fairly appraise the present and future needs of the membership.
- J. Recognize that a major responsibility of each Governing Board member, as well as of the Governing Board itself, is to promote the aims and principles of FMCA to all of its members.
- K. Present personal criticisms of a National Officer or other National executive directly to the person concerned.
- L. All miscellaneous complaints should be referred to the National FMCA Office. Members should refrain from discussing such matters at meetings of the Governing Board until and unless there is failure to resolve the problems by administrative action.
- M. Members of the Governing Board should not discuss, outside of Governing Board meetings, any Governing Board matters of a personal or confidential nature. However, Governing Board members are free to communicate with any member to foster better understanding of the governance of FMCA.
- N. Abstain from using his or her position on the Governing Board for personal gain or personal prestige.
- O. Recognize the integrity of their predecessors and the sincerity of fellow members and appreciate the merit of the work of all those who have served before.