



SGAA Board Member Requirements and Expectations

Stained Glass Association of America Board Membership is open to any SGAA member in good standing. Our organization represents the entire North American stained glass industry, and we are always looking to grow, diversify and enhance our team with new perspectives from across the many facets of our community.

As board members, our primary charge is to serve the integrity of the professional industry of architectural ornamental art glass and to ensure a path to engagement through which all members can stay connected and access education and resources. This is a commitment that requires our best ideas, our best effort and our best people.

As this Association has limited full-time staff in the Executive Office, most of this Association's technical and advocacy work is accomplished entirely by volunteer members who, in addition, have their own businesses to maintain. Therefore, in pursuing its goals and objectives, it is incumbent that the Association leadership is composed of individuals who are dedicated to the idea of this Association, are unselfish in contributing their time and other resources, have a history of active participation in the SGAA; are well informed with our Bylaws and Rules and Procedures; and are conscientious in the collaborative efforts of the board and their selected committees.

GENERAL BOARD MEMBER TERM REQUIREMENTS

- Members who have shown unselfish participation, diligence, commitment and a thorough knowledge of the workings of the Association shall be eligible to serve on the Board of Directors.
- Officers and Directors are elected for a term of two (2) years or until their successors are elected.
- Elections of Officers and Directors shall be staggered such that no more than 50% of the Board Members shall transition in a given year
- To be eligible for nomination as an Officer, candidates must have served as a Director for a term of not less than two (2) years.
- To be eligible for the office of President, or 1st Vice President, nominee must be an Accredited Professional Member.

For a complete list of qualifications and duties, see the SGAA Bylaws and the Rules & Procedures.



OVERALL PARTICIPATION:

- **Annual Conference:** Attendance at a minimum of one of the SGAA Annual Conferences during each two-year term is required, including one to two pre and/or post-conference days. Each Board member is responsible for their own travel, lodging, and food outside of the conference program.
- **Annual Board Retreat:** It is the goal to hold a Board Retreat annually, budget permitting. Attendance at the Retreat (location to be determined) is required* for three-four days plus travel. New Board members and the Executive Committee are required to arrive a day early for onboarding. The office works with sponsors to offset as much of the cost of these retreats as possible but the cost of travel and lodging often falls on individual board members.
- **Monthly or Bi-monthly Board Meetings:** Monthly, or bi-monthly, Board meetings are held on the third Wednesday of each month unless otherwise noted. Video calls last an average of 75-90 minutes. The agenda and all meeting information will be emailed 2-7 days prior to call. Review of the information and participation on the call is required, except when an excused absence is arranged in advance with the Board President or Executive Director.*

BOARD MEMBER EXPECTATIONS:

- All Board members must be a member of SGAA in good standing.
- Board members are expected to not miss more than three (3) meetings during the fiscal year (January - December). If a situation arises that requires a Board member to miss more than three meetings, they should discuss with the Board President.
- Board members are asked to make a donation to the SGAA Foundation's annual appeal. For grant purposes, it is imperative that the SGAA Foundation report 100% financial support by the Board. This is in addition to dues and participation in any other programming (i.e. conference or Sourcebook). There is no minimum requirement; we ask only that the gift amount is significant to you.
- Board members are expected to donate an item and/or solicit donations to our annual event auctions. These events are important fundraising events for SGAA, and it is expected that Board members will actively participate in procurement for the Auctions even if donating.
- All meetings and conversations are confidential. Committee and full-Board meetings involve conversations about organizational plans, finances, and other confidential information that should not be shared outside of the Board.
- All Board members are expected to honor and abide by the organization's bylaws and diversity policy and fully disclose any conflicts of interest.
- All Board members must have e-mail. A significant amount of Board business is conducted by e-mail. Courteous e-mail manners are requested, i.e. prompt responses.



- Each Board member is expected to serve on a minimum of 1 committee and actively participate in committee video calls, with timely attention to committee responsibilities as delegated by the committee chairperson.
- Each Board member is expected to volunteer at the conference if in attendance. This might include assisting with the introduction of speakers, auction set-up, setting up exhibitions or the Sponsor Center, or other items needed to ensure the conference runs efficiently. If a board member is also a conference presenter, the Board member is not eligible for a conference honorarium in addition to waived conference fees.
- Board members are SGAA ambassadors and support and talk about the organization in their region and professional activities.
- Board members should actively participate in the Board nomination process and other activities of the Board.

Meeting Code of Conduct for SGAA Board members: Whether in person or on a call, Board and committee meetings will achieve more if the following conduct is observed:

- Come to the meeting with a positive attitude.
- Maintain a professional level of courtesy, respect, and objectivity in all SGAA activities and meetings.
- Promote collaboration, cooperation, and partnership.
- Ensure the right of all members to appropriate and effective services without discrimination.
- Talk one at a time, waiting to be recognized by the President. Be respectful of other people's ideas or situations when they talk. Do not interrupt or pass judgement.
- Be respectful of everyone's time by staying on the topic being discussed and refrain from revisiting an agenda item once the topic has been closed.
- If there are problems or concerns, talk to the Board or Committee Chair before or after the meeting.

We count on our Board Members to help us find fellow members who serve, lead and inspire to continue the work of the SGAA.

Board members or Board nominees who are unwilling or unable to commit to the above for a two-year term are asked, or may be asked, to excuse themselves allowing participation by another who can. It is understood that individuals have times when they can be more and less active, and that personal illness or family commitments may require excused absences.



The Stained Glass Association of America believes that diversity and inclusion are essential to fulfilling its mission. We value the perspectives and contributions of all people and want to inspire and nurture the human spirit. Our community is made up of varied beliefs, ideas, world views, and personal characteristics.

We are committed to fostering a global community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status.

**As we move locations from year to year, travel costs should balance out. We will review annually as part of the budget process. We are also sensitive to costs being prohibitive for emerging leaders and diverse voices and will work with potential board members on a case-by-case basis to find sponsorship solutions as we are able.*