



## Minimum Expectations – Executive Board Members

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### **Overall Governance**

- Provide leadership and oversight of the organization.
- Model effective governance practices and respectful behavior.
- Use data in decision-making to ensure effective use of RPEC's limited resources.
- Render decisions in the best interest of all members, following RPEC's Constitution and AFSCME Financial Standards.
- Be an active contributor during Executive Board meetings.
  - Study meeting materials in advance
  - Be ready for discussion and prepare and ask questions
  - Provide a verbal and/or written report at each meeting
- Commit to and attend the four Executive Board meetings, the annual Leadership Training, Legislative Day, Convention and the Executive Board retreat (held in even-numbered years).
- Attend chapter meetings, when possible, reporting on Executive Board priorities and actions. Share information gleaned from chapter leaders/members with Executive Board and Council.
- Convene chapter officers at least twice annually through virtual regional leadership meetings to strengthen inter-district communication and encourage resource sharing among chapters.

### **Organizational Sustainability**

- Commit to succession planning within the district to ensure chapters are stable.
- Educate chapter leaders about the Executive Board and standing committee roles to support succession planning.
  - Encourage chapter leaders to attend Executive Board and standing committees to assist in the sharing of information with members.
- Evaluate the effectiveness of the Executive Board and Standing Committees to strengthen the organization and ensure it is adapting to outside circumstances and member needs.

### **Membership Recruitment, Retention & Engagement**

- Lead chapter revitalization efforts for stressed and closed chapters.
- Set annual membership recruitment goals and engage the statewide Membership Committee and chapters in membership development efforts.
- Increase the numbers of dues-paying members.

### **Communication**

- Open communication with chapter officers to assess needs and provide support.
- Report Executive Board priorities and action at chapter meetings and virtual regional leadership meetings.
- Support statewide priorities through outreach to chapter officers.

### **Tracking, Reporting, and Evaluations**

- Evaluate the effectiveness of the Board and Standing Committee governance structure every two years with a possible mid-term review.