



VRSA

Virginia Risk Sharing Association

Members' Supervisory Board Job Description

Expectations of the Board As A Whole:

- Determine the mission and purpose of VRSA;
- Select and evaluate the managing director;
- Develop strategic plan and organizational objectives;
- Provide fiduciary oversight and financial review;
- Approve and monitor VRSA programs and services;
- Enhance VRSA's public image;
- Improve competency through effective board recruitment, orientation and education;
- Establish, review and modify governance policies;
- Delegate authority for organizational management;
- Ensure adequate financial resources to meet strategic goals and objectives; and
- Maintain awareness of emerging issues that could impact VRSA.

Expectations of Individual Board Members:

- Know the organizations' mission, policies, programs and needs;
- Represent the collective interest rather than individual interests;
- Read and understand the organization's financial statements;
- Prepare for, attend and participate in VRSA board meetings;
- Participate in one or more committees;
- Attend annual AGRiP board member professional development conference; and
- Sign an annual conflict of interest statement and update it during the year, if necessary.

Time Commitment Required

Board meetings - four each year, usually in February, May, August and December.

Month	Time Commitment	Meeting/Conference	Location
February	Half-day	Board Meeting	VRSA Office - Glen Allen
March	Two 1/2 days	AGRiP Conference	Nationwide
May	Half-day	Board Meeting	VRSA Office - Glen Allen
May	One day	VRSA Annual Meeting	Glen Allen
August	Two days	Strategic Planning/Board Mtg.	Statewide
December	One 1/2 days	Board Meeting	Statewide

This approximates seven business days, not including reading materials in advance, travel time and committee participation (telephonic).



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