

## ROLES AND RESPONSIBILITIES OF NABL BOARD MEMBERS

### **Introduction**

The National Association of Bond Lawyers (NABL) is grateful to you for your willingness to serve NABL by joining its Board of Directors (“Board”).

The following is a summary of the expectations that NABL has for each of its Board members, which is provided to assist you in maximizing your impact and achieving your goals while you serve on the Board.

### **Attendance**

Traditionally, the Board meets six times each year; however, the number of meetings and dates in any particular year may vary and it is suggested that new Board members consult the updated calendar for specifics.

The initial meeting coincides with the Bond Attorneys’ Workshop in the fall, and actually includes two separate meetings: (1) the final meeting of the year for the outgoing Board, which normally takes place on Wednesday morning, and (2) the initial meeting of the incoming Board, generally occurring on Thursday morning following the election at the Annual Meeting of the NABL membership on the preceding Wednesday afternoon. The initial meeting of the incoming Board is brief (approximately one hour) due to the numerous other events that are scheduled during BAW. It will be your first opportunity to meet with your fellow Board members and NABL staff, and for the incoming President to welcome the new Board and offer an overview of the year ahead.

#### **The meetings of the 2016-2017 Board are scheduled as follows:**

- (a) October 19, 2016 – Fairmont Chicago (BAW)
- (d) November 16-18, 2016 – Ritz Carlton Key Biscayne, FL
- (e) January 24-27, 2017- Park Hyatt, Washington, DC
- (f) March 8, 2017 - The Omni Shoreham, Washington, DC (TSLI)
- (g) May 17-19, 2017- Surf & Sand Resort, Laguna Beach, CA
- (h) July 12-14, 2017- Hotel Park City, UT
- (i) October 3, 2017 - Fairmont Chicago (BAW)

The NABL Board agenda has a certain rhythm. For example, the budget for the 2017 calendar year will be reviewed in detail at the November meeting. The January meeting is convened in Washington D.C., and provides an opportunity to meet with representatives of governmental bodies and municipal finance industry participants to

exchange ideas. Each meeting also allots sufficient time for Board members to receive reports from NABL's Chief Operating Officer and Director of Governmental Affairs, as well as from representatives of NABL's Executive Committee, Finance Committee and Personnel Committee; and to report on and interact with regard to the work of the NABL that is being conducted through the Member Committees. While each meeting may have unique scheduling features, the normal time frame includes a dinner on Wednesday evening; a full day of meetings on Thursday; another Board dinner on Thursday evening; and a half day of meetings on Friday.

It is also important to remember that, in addition to these regularly scheduled meetings, it is likely that during the course of each year the Board will be asked to meet by teleconference to address matters that require action prior to the next meeting of the Board. Although rare, it is also possible that board members may be asked to attend a special called meeting of the Board if an acute need arises.

**The expectation placed on NABL Board members is that you will make every effort to arrange your schedule in order to allow you to attend all NABL Board functions.** As you know, the NABL Board is relatively small, and the absence of one or two members represents a significant loss to the overall effectiveness of the Board. Please let the President know well in advance if you will not be able to attend any of the Board meetings or other functions, and whether you will be able to join the meeting by telephone.

Please be sure to review the NABL Expense Reimbursement Guidelines and the Request for Reimbursement of Expenses forms. This form should be used to request reimbursement of your travel expenses and any other covered costs you incur in your Board member role.

## **Preparation**

Prior to each meeting, NABL's President and staff will prepare and circulate to each Board member (via email) a comprehensive Board Book. The Board Book contains reports and other items that will be presented for discussion and action at the Board meeting. Please carefully read the material in advance of the meeting and be prepared to offer your thoughts and comments. If you need clarification on any of the materials contained in the Board Book, you should contact the NABL President or Chief Operating Officer. We should all come to each meeting ready to work.

## **Participation**

If you review the parameters that governed the Nominating Committee in selecting you for nomination to the NABL Board, you will note that the Board is designed

to reflect the diversity of its membership. Accordingly, the Board is not dominated by a particular point of view, geography, practice focus, or any other segment of NABL's membership. Nor will the traditional governmental finance practice command a higher priority than the private activity bond world. Members of megafirms stand on equal footing with those from boutiques. In short, we seek to have the benefit of as many different perspectives as our Board size will allow.

Effectively that means is that you represent a "constituency" of NABL members; therefore, active interest and participation at each meeting is vital. Accordingly you are encouraged, if not expected, to offer your perspective. The perspective and experience that you bring from your particular law firm, region, and type of practice will be invaluable to the rest of the Board and will influence the direction our discussions and decisions will take.

### **Individual Assignments**

In addition to the general responsibilities that accompany each Board meeting, the President may ask you to take on special tasks during the course of the year. Those duties may range from serving on a Board Committee to participating as a liaison to a Member Committee to accepting a special assignment that advances some other mission of NABL. You will need to assess the scope and duration of the project and confirm that you have the interest and time to accept the task, but, if you take it on, you will be expected to get the job done. Of course, the NABL staff, other members of the Board, and indeed the general membership of the NABL will be available to support you.