

CASI DIRECTOR

Job Description

I. OVERVIEW

A CASI Board of Director will have general duties, responsibilities and expectations as outlined in this document, as well as assigned jobs within the board.

II. TECHNICAL EXPERIENCE

- A skilled knowledge of computer operating systems and software is desirable.
- Internet access is required.

III. DUTIES

Duties, Responsibilities and Expectations of a CASI Director

- You must be computer literate and Internet access is required.
- You will be expected to have access to email and respond daily, with interaction among Board members required.
- You must attend all scheduled Board Meetings and Workshops
 - Winter meeting/workshop – Full weekend – Typically in late January or February
 - Summer meeting – typically late June
 - Great Peppers Meeting – weekend immediately following Labor Day
 - TICC meetings – As needed while on site
 - Special meetings – if called
- TICC Responsibilities – arrive by Monday 8:00 a.m. or earlier if your duty assignment calls for it.
 - At TICC, one must work their duties and is always on call.
 - If going offsite, when it does not conflict with one's specified duties, notification must be given to the President or Vice-President.
 - Stay through Sunday clean up and last staff meeting
- Accept and perform all duties for any office to which you are elected, to any committee appointed or any other functions assigned to you.
- Act in the best interest of CASI. Promote
- Represent all CASI members throughout your term.
- Attend CASI chili cookoffs throughout the year, when practical.
- Abide by all CASI's Bylaws and Policies
- You must sign and abide by the Director's Code of Conduct and Conflict of Interest Policy
- Support the different off-board functions and committee leaders