**Job Description: Director-at-Large**

**Scope of the Position**

A Director-at-Large is elected by the membership to represent the best interests of NYSSA members and the profession. A Director-at-Large serves as an ambassador for the organization and works to raise awareness of charterholder activities with interested parties and to create connections of value for NYSSA. As such, the Director-at-Large should attend as many NYSSA events as possible, and may be called upon by the Board to represent NYSSA in a variety of venues.

A Director-at-Large serves as a fiduciary to NYSSA and is expected to actively participate in Board of Directors meetings, providing input and opinion. Directors are expected to ask questions about topics that they do not understand and to actively engage in discussions so that the group may make better informed decisions. Directors-at-Large may be called upon by the Chair or the Board for the delegation of specific tasks or projects. Directors-at-Large may be asked to make contributions in areas where they have specific knowledge or experience. The time commitment to be considered is 5-10 hours per week in general, but may be more during times of heightened activity.

**Duties and Responsibilities**

* Attend all Board of Directors and Annual Meetings, preferably in person. If unable to attend Board meetings in person, attendance via conference call is acceptable.
* Serve on at least one Board committee, and potentially as a liaison to members.
* Ensure that NYSSA is acting in accordance with NYSSA bylaws and applicable law.
* Review and approve NYSSA’s budget.
* Be assured that published reports properly reflect the operating results and the financial condition of NYSSA.
* Review and approve major policies and major actions, such as capital expenditures and major program and service changes.
* Be aware of and consider performance of key staff relative to achieving NYSSA’s mission.
* Be familiar with and review the activity and performance of NYSSA’s committees as compared with NYSSA’s mission and goals, as well as the performance of other similar organizations.
* Remain a member in good standing of NYSSA and the CFA Institute by paying annual dues.
* Sign all required governance documents, including Code of Conduct and Board Conflict of Interest.
* Promote interest and active participation in NYSSA on the part of members and the financial services community at large.
* Act as NYSSA’s representative at NYSSA and other related events.
* Perform such other functions as determined by the Board.

**Desired Skills and Experience**

* Prior board experience, either for-profit or non-profit
* Proven executive leadership and/or entrepreneurial skills
* Well-connected and well-reputed with access to senior industry professionals
* Excellent communicator in written and verbal mediums
* Current NYSSA member in good standing
* History of involvement with NYSSA