NYCLASS Governing Board Position Description

OFFICE: One of 10 to 15 members of the NYCLASS Governing Board.

TERM: Three years.

QUALIFICATIONS: Must be a Chief Fiscal Officer of a Participant in good standing in NYCLASS or another officer or employee of the Participant having fiscal expertise.

REQUIREMENTS:

Minimum Annual Time Requirements:

• 3 to 5 Governing Board meetings	24-36 hours plus travel
• Potential for standing committee meetings	Up to 24 hours
• Attendance at activities, e.g., local Participants meetings and annual meetings of appropriate Participant organizations such as NYASBO, NYGFOA etc…	Variable
• Preparation and planning	60 hours
• Training, education, conferences	Variable

Participation requirements:
Attend meetings and provide vision and leadership.

RESPONSIBILITIES: As stated in the NYCLASS Cooperative Agreement, oversight of the general management and responsibilities for the affairs of NYCLASS. This includes but is not limited to:

- Administration of the Program
- Supervision of the Investment Policy of the Program
- Prepare annual reports to Participants
- Conduct elections for Governing Board vacancies
- Acquire or dispose of Program assets
- Create and serve on subcommittees to assist in the operation of the Program
- Incur and authorize payment for expenses of the Program
- Contract, appoint, retain, and employ such persons as may be necessary in the operation of the Program

The Governing Board retains responsibility for all of the items listed above but has contracted with an Investment Advisor/Administrator to manage the daily activities of the Program.

COMPENSATION: Trustee is a voluntary position with no monetary compensation. Trustees are reimbursed for travel and other reasonable expenses.