

ACHMM-NJ: Job Description

Title: Member, Trustee

Reports to: President and the Board of Trustees of the Corporation¹

Role: To serve as a voting member of the Board of Trustees for the Corporation, developing policies, procedures and regulations, monitoring financial performance and the organization's programs.

Term: 1 year, beginning Dec 2008 and ending Dec 2010

TIME EXPECTATIONS:

- Attend regularly scheduled board meetings (6 per year), held on the 3rd Tuesday of every other month,
- Attend regularly scheduled general meetings/technical presentations (6 per year), held on the 3rd Tuesday of every other month,
- Participate actively in one or more committees of the board,
- Attend scheduled board retreats, planning meetings, workshops or other board development activities, and
- Attend, support and participate in special organization events.

OBLIGATIONS:

- Fully understand and support the mission of the organization,
- Abide by the By-Laws and Constitution of the Corporation,
- Avoid any conflicts of interest or appearance of a conflict,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Monitor the organization's financial performance,
- Develop and monitor short and long-range planning and goals,
- Represent the organization to the public and private sector; serve as an advocate for the organization,
- Bring personal/professional expertise and that of others to support the mission of the organization, and
- Abide by the duties of Care, Honesty and Loyalty.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Trustees, I will give appropriate notice of resignation to the President of the Board.

Signature:
Name:

Patricia Forgang
Patricia Forgang

Date: *Jan 20, 2009*

¹ New Jersey Chapter of The Academy of Certified Hazardous Materials Managers, Inc.