General Duties and Responsibilities of TMS Board Members

- Determine and understand The Masonry Society's mission, purposes, goals, policies, programs, services, strengths and needs.
- Manage TMS Resources to the benefit of the Membership, the Organization, and the General Public.
- Assist with organizational planning and goal setting.
- Liaison with TMS members and potential members in your area. Serve as a point of contact between TMS and these members and potential members. Represent the interest of your constituency.
- Promote the benefits of TMS to members, potential members, and organizations in your area.
- Help recruit new members.
- Assist with Fund Raising efforts.
- Suggest possible nominees to the Board and to leadership positions who can make significant contributions to TMS.
- When necessary, select the Executive Director and assist the President in evaluating the performance of the Executive Director.

General tips to help New TMS Board Members AND TMS Succeed

- Determine and understand The Masonry Society's mission, purposes, goals, policies, programs, services, strengths and needs.
- Perform duties of Board membership responsibly and competently.
- Ensure legal and ethical integrity in the organization.
- Serve in leadership positions and undertake special assignments willingly to increase your knowledge of TMS, and to assist the Society prosper.

Tips to help you prepare for Board Meetings/TMS Meetings

- Prepare for, attend, and participate in Board and Committee meetings.
- Bring good will and a sense of humor to Board's deliberations
- Ask timely and substantive questions at meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the board's deliberations, and speak for the Board and The Masonry Society only when authorized to do so.
- Suggest agenda items to ensure significant issues are addressed.
- When meetings are in your area, assist the Meetings Committee and Staff with preparations to make the meetings effective and enjoyable.

Tips related to strengthening TMS Membership

- Review current membership rosters and contact members and potential members in your area to promote the benefits of TMS and to learn what members in your area need from TMS, as well as what criticisms they may have regarding TMS. Forward recommendations to the Board and committees as appropriate.
- Seek to promote TMS by participating in various conference, seminars, workshops and events on behalf of TMS. Consciously acknowledge the importance of your TMS Membership in your biographical data that may be used to introduce you at events.
- Forward TMS information on to non-members that may assist them in their careers, and encourage them to gain access to such information by becoming a member.

Tips related to your relationship with Staff and the President

- Counsel the President and Executive Director as appropriate and support them in their efforts to lead the Society.
- Alert the President of any issues or shortcomings related to the Executive Director's conduct that could adversely affect the Society. Do not direct or correct the conduct of the Executive Director. It is the responsibility of the President to interface directly with the Executive Director on behalf of the Board of Directors, and to evaluate the performance of the Executive Director. Remember that the Executive Director should answer directly to the President, and that he is responsible for directing a Board approved plan for the Society. Requests, suggestions, and demands from multiple members confuses his job, while potentially hurting the Society if he is seeking to respond to such requests rather than following a Board approved plan of action.
- Alert the Executive Director of any issues or shortcomings related to support staff that could adversely affect the Society and office operations. Do not direct, correct, or manage support staff unless authorized to do so. It is the responsibility of the Executive Director to manage support staff, and to evaluate their performance.
- Avoid asking for special favors of the staff, including special requests for extensive information, without prior consultation with the President, Committee Chair, or Board (whichever is appropriate).