



SFEA Board Member Expectations

Expectation	Reasoning
RSVP for the meetings	So, we know who's attending, and that we'll have a quorum to vote on any item as needed.
Provide comments and thoughts in the event you are unable to attend a meeting	Extend them to a fellow board member to offer at the meeting on your behalf or email them to the board or a board member.
Be on time	Shows respect for others, improves efficiency and productivity and demonstrates professionalism.
Start on-time / End on-time	Shows respect for others, improves efficiency and productivity and demonstrates professionalism.
Every meeting should have an Agenda and be distributed for review in advance	It allows participants to prepare in advance and come to the meeting ready to discuss topics at hand.
In meeting - pay attention and respect the speaker	Avoid side conversations that can distract from the main discussion. This ensures that the speaker can present their ideas without interruptions. It exhibits a sign of professionalism and respect.
When a speaker/presenter is talking, don't interrupt	There's plenty of time to ask questions or have discussion when they are done. If it's a lengthy topic, raise your hand, and ask the speaker for the floor to add commentary, etc.
Keep all comments and questions professional and on topic	SFEA are all unpaid volunteers offering personal time and commitment. Offering professional focused comments shows respect and professionalism and no personal attacks on character or motive will be tolerated
A Chairperson is the Business Owner of their event	Think of it as the CEO of the business. You are responsible for all aspects of the event including but not limited to budgeting, communication, meetings, work assignments, etc.
Help set up and clean-up for events when possible	"Many hands make light work".
Most importantly Have fun and continue to do great things	This fosters engagement, strengthens relationships, and creates a positive experience that encourages further support and participation.