

## Visual Communications Industry Group Board Expectations

**VCI-Group Membership Fee:** Each board member is responsible for the payment of their annual Principal or Corporate membership dues.

**Board Meetings:** It is the expectation that each board member will attend every called board meeting. If attendance falls below or is expected to fall below an acceptable level you must notify the board. Each board member is responsible for the expense associated in any video or audio calls required for the board meeting.

**In-Person Board Meetings:** Twice a year the board will meet in-person. These meetings are usually held each January and June. VCI-Group will pick-up the transportation, room and food expenses associated with these meetings. It is the expectation that the board member will make their transportation reservations early, fly commercial coach and try to keep the costs associated with these meetings as economical as possible.

**Conference Registrations:** Each board member is expected to attend the annual conference at their own expense.

**Committee Leadership:** Each board member is expected to provide committee leadership during their tenure. Many times a board member may hold both board and committee positions. Volunteers from the general membership are available to assist in meeting the needs of each committee.

**Expense Reimbursements:** Each board member is responsible for filing their meeting expenses in a timely manner (10 working days after the expense occurred). Original copies of all requested reimbursements must accompany the completed VCI-Group Expense Form. Checks are typically “cut” twice a month. It takes approximately 2 weeks after the checks are “cut” to obtain all signatures and to mail to the requestor.