

PSEA Director Job Description

Overview

Directors are elected annually by the members of the Pennsylvania Society of Enrolled Agents (PSEA) and serve a one year term. Directors bear fiduciary and legal responsibility to promote the best interests of PSEA and its members. Each Director must place PSEA's needs above their individual interests or desires and communicate member concerns. Directors must attend and actively participate in all Board meetings and must prepare by reviewing meeting materials in advance. Directors must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

Responsibilities

- Each Director is legally bound to fulfill his / her responsibilities consistent with the Standard of Care while performing duties on behalf of PSEA. This Standard requires that Directors act in good faith and in the best interests of PSEA as well as make reasonable inquiry when indicated.
- Directors are responsible financially for PSEA and must monitor and ensure proper use of assets and approve annual budgets.
- Directors develop, establish and implement PSEA policies in accordance with its mission, strategic plan and goals.
- The Board speaks with a unified voice. Directors must support all final Board decisions, even if an individual director opposed the decision during debate. Directors must respect all Officers and members of the Board at all times regardless of personal interests.
- Directors develop PSEA strategic plans and monitor the implementation of those plans on a periodic basis.
- At the discretion of the President, Directors may be selected to act as liaison between the Board and committees, subcommittees and task forces.
- Directors represent PSEA in every way during their term, including Board meetings and functions. Directors must maintain the appropriate professional decorum and attire in all dealings with NAEA, PSEA members, media, governmental and regulatory agencies, vendors, etc.

- Directors understand that the PSEA President is the official spokesperson for PSEA. All requests for PSEA communications and appearances must be directed to him / her. At the discretion of the President, others may be asked to represent PSEA.
- Directors will be prudent in responding to questions that arise about any aspect relating to PSEA and will refer questions directly to the President, when appropriate.
- Directors ensure that all provisions of PSEA's governing documents are observed.
- Directors maintain open communication and promote cooperation with the PSEA Board of Directors.
- At the earliest opportunity, directors must fully disclose all information of fact to the Board that would have significance in Board decision making.