

# Board Duties and Responsibilities

## **DUTIES AND RESPONSIBILITIES OF MEMBERSHIP**

Following Election to the  
BOARD OF DIRECTORS  
LASER INSTITUTE OF AMERICA

We welcome your participation in the governance of the Laser Institute of America (LIA). During your term as Board Member you assume certain responsibilities, as outlined below.

The basic function of the Board is setting policy, providing oversight and providing strategic direction to the organization. Put the good of the society above your personal preference.

### **Fiduciary Responsibility**

Board Members have a fiduciary responsibility to the organization of basic loyalty, avoidance of conflicts of interest, maintaining of confidentiality of sensitive organizational information and avoidance of individual use of "corporate opportunities."

### **Attendance at Board of Directors Meetings**

Every Board Member shall attend as many board meetings as possible (two generally scheduled six months apart) during each year of service to the board. Please note ARTICLE I, Section 6 of the By-Laws, which considers absence from three consecutive meetings to be a resignation. Journal of Laser Applications® - The Journal is our flagship periodical publication and Board Members are urged to support and promote it in every way possible. For instance, publishing or refereeing papers, having your library purchase a subscription or supporting the JLA with corporate advertising are excellent ways to contribute to the advancement of the Journal.

### **Safety Training**

Board Members are requested to use LIA courses and instructors for their safety training needs and, where appropriate, to recommend them to your customers.

### **Conferences and Workshops**

Board Members are encouraged to support LIA conferences and workshops by serving as a chair, serving on a steering committee, attending, exhibiting or sponsoring. It is also helpful if Board Members recommend LIA conferences and workshops to their customers or to individuals within their corporation.

### **Membership**

Board Members shall actively recruit individual and corporate members and shall maintain their LIA membership during their term of service.

### **Awards**

Board Members should nominate other members as Fellows. Special thought should be given to potential candidates for the Schawlow, Wilkening and Rockwell Awards.

# Board / Officer Nomination Form

## NOMINATION

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Position:       Board Member       President       Treasurer       Secretary

Candidate's Name: \_\_\_\_\_

Candidate's Company Affiliation: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

Candidate's Telephone: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NOMINATED BY

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Name: \_\_\_\_\_ Company Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE EMAIL, FAX or MAIL YOUR COMPLETED FORM TO:**

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