

# Board Duties and Responsibilities



## DUTIES AND RESPONSIBILITIES OF MEMBERSHIP

Following Election to the  
BOARD OF TRUSTEES  
THE LASER INSTITUTE

We welcome your participation in the governance of The Laser Institute (LIA). The basic function of the Board is setting policy, as well as providing oversight and strategic direction to the organization. During your term as Trustee, you assume certain responsibilities, as outlined below.

### **Fiduciary Responsibility**

Trustees have a fiduciary responsibility to the organization of basic loyalty, avoidance of conflicts of interest, maintaining the confidentiality of sensitive organizational information, and always placing the interests of the Society ahead of their own.

### **Attendance at Board of Trustees Meetings**

Every Trustee shall attend as many board meetings as possible during each year of service to the Board. Please be advised that ARTICLE III, Section 8 of the By-Laws, which considers absence without sufficient reason (as determined by the Board) from three consecutive meetings, is deemed a tendered and accepted resignation.

### **Journal of Laser Applications®**

The Journal is our flagship periodical publication, and Trustees 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**

Trustees 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**

Trustees 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 Trustees recommend LIA conferences and workshops to their customers or to individuals within their corporation.

### **Membership**

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

### **Awards**

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

# Trustee / Officer Nomination Form

## NOMINATION

Position:  President  Vice President  Treasurer  Secretary  Trustee

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

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

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

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

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

## NOMINATED BY

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

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

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

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

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

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

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