POLICY #1
KPPA MANAGEMENT’S ROLES AND RESPONSIBILITIES

Responsibilities and Authority of the Board
Functions of the Board
Duties of Individual Directors

First Adopted: October 2004
Revised: February 6, 2009
Revised: February 14, 2014
RESPONSIBILITIES AND AUTHORITY OF THE BOARD OF DIRECTORS

The Board of Directors (hereafter “the Board”) shall oversee the management of the property, affairs, and business of Kentucky Public Procurement Association (hereafter “the Association”) and establish policies within the limits of the Association’s Articles of Incorporation and By-laws.

The Board shall actively pursue the purposes of the Association and have discretion in the control, management, investment and disbursement of the Association’s funds.

The Board shall approve an annual budget and oversee the financial operations of the Association.

The Board shall establish a Strategic Plan identifying the Association’s Vision, Mission, and Goals and Objectives; review long-term objectives of the Association and set priorities for all programs and activities.

The Board may establish rules it deems advisable for the conduct of the Association’s business and appoint agents it considers necessary to carry out its powers.

FUNCTION OF THE BOARD

Exercise full control of the affairs of the Association.

Establish policies, provide for general administration and prepare and enforce rules for the conduct of the affairs of the Association.

Authorize the expenditure and investment of the Association’s funds.

Amend the Association By-laws in accordance with provisions specified in the By-laws.

Appoint Board Members as necessary to maintain the total number of Board Members required by the Association’s By-laws, due to the resignation or dismissal of a Board Member. The Board shall give consideration to maintaining diversity and ensuring that member agencies have equal and fair representation on the Board.

Determine annual dues and conditions of agency or individual membership and representation.

Formulate and promulgate a Code of Ethics and, Rules and Regulations for professional conduct for the guidance of its members.
Determine the time and place of the Kentucky Public Procurement Association Annual Forum and of additional meetings of the Association and determine fees as necessary.

As a committee of the whole, serve as a Planning Committee in development, monitoring and maintenance of the Association’s Strategic Plan.

Adopt programs to carry out the Association’s mission.

**DUTIES OF INDIVIDUAL DIRECTORS**

Attend regularly scheduled and emergency called board meetings.

Prepare for each board meeting by carefully studying the agenda, supporting materials and developing committee reports, as necessary.

Participate effectively in board meetings.

Assume leadership roles in all board activities.

Serve as an elected and voting member.

Serve in the best interest of the Association at all times.