Railway Supply Institute
Board of Directors
Job Description

This document serves to describe the role and expectations of RSI board members. You can view our current board roster here: http://www.rsiweb.org/board/

Every spring, the Railway Supply Institute, Inc. (RSI) asks for nominations for new board members. In addition to a standard nomination form, nominees are asked to submit a brief biography, a statement of interest that includes how your experience can benefit the board and your vision for RSI, information about your company, and a commitment from your company.

The typical office term for board members is three years. Once the nominations are submitted and additional documentation is received, the board nominating committee is charged, to the best of its ability, with taking into consideration the size of the company and disciplines in the industry to help ensure the board fully represents RSI membership.

The nominees are vetted by the nominating committee and presented to the board of directors. The RSI board then presents a slate of candidates to the full RSI membership for ratification at the RSI Annual Membership Meeting (usually held in September/October).

Overview: The RSI Board of Directors is responsible for ensuring the organization’s long-term financial stability and integrity. Officers and directors ensure that the organization fulfills its mission by doing quality work. They recognize that in order to foster the organization’s continued viability and growth, their participation in all aspects of RSI activities is necessary. Board members of RSI pledge to personally contribute needed sources and talents toward this end.

Requirements
• Nominee must be the primary contact officer for RSI.
• Nominee must be from a member company in good standing.

Responsibilities
• Attend board meetings and actively participate in decision-making.
• Promote it in ways appropriate to your profession and contacts.
• Share your area of expertise with the Board and staff.
• Participate in regular assessments to improve board/staff performance.
• Serve on board subcommittees as assigned by the chair.
• Participate in the organization’s conferences and meetings

Board Member Qualities
• Commitment: Serving as an RSI Board Member is an honor and a reward, but it requires a demonstrated commitment to the organization and its mission and goals. Board members are expected to attend each board meeting, serve or assist on committees, and be available to members, other leaders and staff.
• Time to Serve: Participating fully in association activities requires extra time to prepare for travel and attend meetings. RSI Board Members usually commit to 2 - 3 hours per month. During board meeting months, this commitment can be longer due to travel.
• **Sound Judgment and Integrity:** Being an RSI board member means that decisions you make must be tempered with good judgment and integrity, you must also consider what is in the best interest of the association as whole. Discussions held at board meetings are confidential.

• **Strategic Thinkers:** RSI is looking for candidates who are strategic thinkers and visionaries who will help determine RSI’s short and long term goals.

**Reimbursement:** Board members and are responsible for their own travel to and from meetings of the board. There is no financial compensation for serving on the board.

**Time Commitment:** Attend each board meeting, serve or assist on committees and be available to members, other leaders and staff, estimated to require 2 - 3 hours per month. During board meeting months, this commitment will be longer due to travel. Board meetings are generally held in Chicago, Washington, DC, and in the city of a Class 1 railroad headquarter cities.

**Benefits**
- Board members have the opportunity to meet and work with other rail supply industry leaders.
- Board members meet with various industry officials and leaders from Class 1 Railroads.
- Provides an opportunity to identify needs and to support and achieve organization and professional goals.
- RSI Board of Directors helps to shape the organization’s direction and future.

**Questions:** Contact Amanda Patrick, RSI VP of Trade Shows & Member Relations at patrick@rsiweb.org or (202) 347-4664.