



IDSA Board Position Descriptions

Vice President Position Description

Term of Office

One year, followed by one-year terms as President-Elect, President and then Immediate Past President.

Method of Appointment

The Vice President shall be elected by the voting members of the Society as described in the Society's bylaws.

Roles

- Member of the Board of Directors
- Member of the Executive Committee
- Vice Chair, IDSA Foundation Board of Directors
- Vice Chair, Society Awards Committee (ex officio)

Accountability

Reports to: Board of Directors

Staff Liaison: Chief Executive Officer

Estimated Time Commitment

- Board of Director in-person meetings (March, June, October)
- Board of Director conference calls (up to three calls per year)
- Executive Committee conference calls (six calls per year)
- Committee meetings (up to four in-person meetings/conference calls per year)

Essential Duties and Responsibilities

In collaboration with the full Board of Directors:

- Exercise Duty of Care: Act honestly, reasonably and in good faith
- Exercise Duty of Obedience: Faithfully pursue IDSA's mission and act consistently with policies, procedures and bylaws
- Exercise Duty of Loyalty: Act in the best interest of IDSA and disclose and avoid all conflicts of interest
- Understand the needs, wants and values of the membership of the Society
- Establish the strategic direction of the Society
- Ensure effective organizational planning and adequate resource allocation
- Partner with the Chief Executive Officer to monitor progress towards strategic goals
- Set and monitor Society policies

Individually:

- Carry out special assignments as requested by the President
- Prepare for, attend and actively participate in all Board of Director, Executive Committee and committee meetings and conference calls
- Actively engage in identifying, nominating and mentoring other Society leaders
- Leverage connections, networks and resources to help achieve the Society's mission
- Support all Board of Director decisions and policies
- Protect the confidentiality of the Society's proprietary and privileged information
- Participate in Board governance training sessions
- Make an annual contribution to the IDSA Foundation

Experience/Skills and Attributes

- Prior volunteer service with IDSA to include leadership and/or committee experience strongly preferred. Relevant leadership experience with similar state, regional, national or international organizations will also be considered.
- Ability to Solve Problems Collaboratively: Contributes to group decision making by sharing various perspectives, balancing analysis and experience.
- Ability to Demonstrate Accountability: Engages and contributes during meetings and follows through on commitments in a timely manner.
- Ability to Communicate Effectively: Is able to effectively transmit thoughts and concepts in a variety of settings: one-on-one, group and with diverse audiences.
- Ability to Establish Credibility: Gains the trust and respect of colleagues and staff.
- Ability to Think Innovatively: Generates and encourages new ideas and develops tangible strategies to implement new initiatives.
- Ability to Exhibit Sound Decision Making: Remains objective in analyzing complex and ambiguous situations.
- Ability to Manage Group Dynamics and Discussions Effectively: Maintains an open, collegial atmosphere while keeping group discussions focused.
- Ability to Effectively Appropriate Resources: Balances appropriate use of financial and staff resources.
- At the Society's request, officially represent IDSA in various settings
- As a member of the Executive Committee, annually evaluate the Chief Executive Officer's performance

Director Position Description

Term of Office

Three years.

Method of Appointment

A Director shall be elected by the voting members of the Society as described in the Society's bylaws.

Roles

Member of the IDSA Board of Directors

Accountability

Reports to: Board of Directors

Staff Liaison: Chief Executive Officer

Estimated Time Commitment

- Board of Director in-person meetings (March, June, October)
- Board of Director conference calls (up to three calls per year)
- Committee meetings in your role as a Board Liaison (up to four in-person meetings/conference calls per year)

Essential Duties and Responsibilities

In collaboration with the full Board of Directors:

- Exercise Duty of Care: Act honestly, reasonably and in good faith
- Exercise Duty of Obedience: Faithfully pursue IDSA's mission and act consistently with policies, procedures and bylaws
- Exercise Duty of Loyalty: Act in the best interest of IDSA and disclose and avoid all conflicts of interest
- Understand the needs, wants and values of the membership of the Society
- Establish the strategic direction of the Society
- Ensure effective organizational planning and adequate resource allocation
- Partner with the Chief Executive Officer to monitor progress towards strategic goals
- Set and monitor Society policies

Individually:

- Carry out special assignments as requested by the President
- Prepare for, attend and actively participate in all Board of Director and committee meetings and conference calls
- Actively engage in identifying, nominating and mentoring other Society leaders
- Leverage connections, networks and resources to help achieve the Society's mission
- Support all Board of Director decisions and policies
- Protect the confidentiality of the Society's proprietary and privileged information

- Participate in Board governance training sessions
- Make an annual contribution to the IDSA Foundation
- At the Society's request, officially represent IDSA in various settings

Experience/Skills and Attributes

- Prior volunteer service with IDSA to include leadership and/or committee experience strongly preferred. Relevant leadership experience with similar state, regional, national or international organizations will also be considered.
- Ability to Solve Problems Collaboratively: Contributes to group decision making by sharing various perspectives, balancing analysis and experience.
- Ability to Demonstrate Accountability: Engages and contributes during meetings and follows through on commitments in a timely manner.
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- At the Society's request, officially represent IDSA in various settings
- As a member of the Executive Committee, annually evaluate the Chief Executive Officer's performance