



ISES Board Member Job Descriptions updated 04/16/2021

President—Represent the society and its members to other organizations. Develop relationships with key senior executives, in the private sector, public sector, academia, and with the general public to maximize the awareness of ISES's value and to maintain and increase sponsorship opportunities. Preside at all Board meetings. Ensure decisions are made in a timely manner and then translated into meaningful actions holding appropriate parties accountable for success. Work with the councilors and committee chairs as needed. Train and prepare the President-elect for the responsibilities of the presidency and establish specific objectives and areas of focus for the President-elect. The total length of service 4 years: 1 year as president-elect, 2 years as president, 1 year as past president.

Time commitment:

- Attend the annual meeting and while there preside over in-person board meeting and society general membership meeting: 1 week per year
- Plan and preside over 1 hr once per month ISES Board Meeting Conference Calls
- Lead one executive committee conference call per month.
- Ad-hoc conference calls throughout the year (12 calls, approximately 1 hour in duration)
- Budget Preparation & Review, 1 day per year
- Assist treasurer and corporate fund chair with obtaining sponsorship funds
- Work on assigned Board projects, committees, task forces, and initiatives; time will vary depending upon the type of requested activity (estimate 1-2 hours per month)
- PR, press interviews & media activities, as needed

Expenses: Expenses related to attendance at annual meetings are the responsibility of each Board member (or their company).

President-elect—Develop a mission for his/her presidency that describes a vision for the society for the term in which he/she will serve as president. Preside at Board and Executive meetings when the president is unavailable. Work with the councilors and committee chairs as needed. Work with Secretariat to maintain information flow for the website and with members. Work with the president and other executive committee members to develop an understanding of the society by-laws and financials. Communicate with committee chairs and annual meeting chairs and attend meetings of committees as needed. Work with the president to review contracts as needed. The total length of service is 1 year, followed by 2 years as President and one year as past-President.

Time commitment:

- Attend the annual meeting and while there attend in-person board meeting and society general membership meeting: 1 week per year
- Attend (and preside over when President is unavailable) 1 hr once per month ISES Board Meeting Conference Calls when President is unavailable.
- Participate in once per month executive committee conference calls.
- Ad-hoc conference calls throughout the year (12 calls, approximately 1 hour in duration)
- Budget Review, 1 day per year

- Assist treasurer and corporate fund chair with obtaining sponsorship funds
- Work on assigned Board projects, committees, task forces, and initiatives; time will vary depending upon the type of requested activity (estimate 1-2 hours per month)

Expenses: Expenses related to attendance at annual meetings are the responsibility of each Board member (or their company).

Treasurer/Treasurer-elect– The Treasurer shall report on the current financial status of the Society once each quarter at a Board Meeting. The Treasurer shall serve as chair of the Finance Committee, and pursuant to the obligations of the Board to report to the general membership stipulated in Article X of the Bylaws, shall, with the assistance and approval of the Finance Committee, prepare and submit to the Board annually a balance sheet and financial statement for the past year and an estimate of the probable income and expenditures of the Society for the ensuing year. In years in which a General Membership Business Meeting is held, these documents shall be submitted sufficiently in advance to allow prior consideration and approval by the Board. Following his/her term(s) as Treasurer, the immediate past Treasurer will serve one additional year as a member of the Finance Committee. The total length of service 3 years: 1 year as treasurer-elect, 2 years as treasurer.

Time commitment:

- Attend the annual meeting and while there attend in-person board meeting and society general membership meeting: 1 week per year
- Participate in the 1 hr once per month ISES board meeting conference calls
- Participate in 1-2 hour per month executive committee conference calls
- Finance committee calls (2-4 calls per year, approximately 30 mins- 1 hr duration)
- Work with the secretariat and society accountant on annual IRS tax filing, including the signing of tax documents (approximately 4-8 hours/year)
- Ad-hoc conference calls throughout the year (6-8 calls, approximately 1 hour in duration; e.g., contracts review, other)
- Draft budget preparation (with finance committee) and presentation to board, 1-3 days per year

Secretary–The Secretary shall develop the agenda, solicit/forward reports from committees, and make arrangements for Board Meetings as described in the Society bylaws (Article VI, Section 4) and General Membership Business Meetings (Article IV, Section 2). At meetings of the Board, the Secretary, or the Secretariat, shall maintain and take the roll of voting members and assess a quorum; take and provide minutes, and report on action items. The Secretary shall also serve as a member of the Executive Committee, participating in all discussions and recommendations to the Board. The term for the secretary is two years (elected in even years). The secretary is able to succeed themselves.

Time commitment:

- Attend the annual meeting and while there attend in-person board meeting and society general membership meeting: 1 week per year
- Facilitate and Participate in the 60-90 minute, once per month ISES Board Meeting Conference Calls
- Facilitate and Participate in monthly executive committee conference calls.
- Ad-hoc conference calls throughout the year

Expenses: Expenses related to attendance at annual meetings are the responsibility of each Board member (or their company).

Councilors (Academic, Government, Private Sector, Student)–The councilors are responsible for general management of the affairs of the Society. Councilors are encouraged to participate in committees or the technical organizing committees for the annual meeting to ensure these entities are carrying out the society’s vision. They should plan to participate in all

meetings of the Board. Terms for academic, government and private sector councilors are three years and they may serve up to two terms. Student councilor terms are two years.

Time commitment:

- Attend the annual meeting if possible and while there attend in-person board meeting and society general membership meeting: 1 week per year
- Participate in the 1 hr. once per month ISES Board Meeting Conference Calls
- Ad-hoc conference calls throughout the year
- Respond to occasional emails about society related matters

Expenses: Expenses related to attendance at annual meetings are the responsibility of each Board member (or their company).