



ISES Board Member Job Descriptions

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.

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 association manager(s) 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 1 year as past-President.

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.

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 association manager(s), 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.

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.