



Association for Information Science and Technology

## **JOB DESCRIPTION**

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**Position Title:** President-Elect

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### **BASIC FUNCTION**

All Board Directors have governance, strategic planning, fiduciary and financial responsibilities as defined by ASIS&T Bylaws. The President-Elect term is one year followed by a one-year term as President and a one-year term as Immediate Past President. Terms begin immediately following the conclusion of the Annual Meeting in the year of election. Upon taking office, Directors will not serve on other ASIS&T committees other than in their capacity as Board Liaison.

The President-Elect shall serve as Chair of the Board of Directors in the absence of the President and automatically becomes President at the end of his or her term as President-Elect

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### **DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

#### **Officer Roles/Responsibilities**

- The President-Elect shall assume the duties of the President at the latter's request and, in the President's absence, the President Elect shall perform such other duties as may be delegated by the President and the Executive Committee.
  - The President-Elect identifies and recommends to the Board appointees to serve as Vice-Chair(s) of all ASIS&T Committees. Working with the Vice-Chairs, the President-Elect identifies and recommends new members to fill vacant committee seats.
  - The President-Elect appoints all Board Liaisons to committees.
  - The President-Elect chairs the New Leaders Program Jury.
  - The President-Elect is a member of the Executive Committee which also fulfills the roles of Budget & Finance Committee, Compensation Committee, and Constitution & Bylaws Committee.
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### **DIRECTOR ROLES AND RESPONSIBILITIES**

#### **Governance**

- Govern the association by setting broad policies and objectives, to ensure the association's capacity to carry out its business
- Approves the selection, compensation, and if necessary, the dismissal of the Executive Director and ensures regular performance evaluations
- Self-evaluates performance of the Board and provides for continuity

### **Strategic Planning**

- Reviews and updates the mission, vision, values and goals of the organization
- Develops and reviews short- and long-term goals
- Performs and reviews results of routine (or regular) environmental scanning

### **Fiduciary**

- Safeguards the assets and future of the organization and the availability of resources needed to implement the approved plan
- Approves the annual budget and oversees adherence to the budget and effective resource management
- Sets investment policies and management of capital/reserve funds

### **Financial**

- Helps to ensure the financial stability and viability of the organization through the identification, cultivation, and solicitation of prospective supporters/sponsors/partners

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## **TERM OF OFFICE**

The President-Elect serves one one-year term in office and advances automatically to the office of President, and then Immediate Past President, for a total of three years as an Officer of the Association.

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## **CONDUCT**

- Attends all Board and committee (as assigned) meetings and conference calls, and is prepared to participate by reviewing all materials and issues beforehand
- Actively promotes and supports an ASIS&T committee by serving as board liaison, listening to members, participating in discussions, and serving as a positive spokesperson for ASIS&T and the profession
- Speaks with “one voice” externally for the Board; recognizes that a director of the ASIS&T Board represents the voice of the association to members and the general public
- Actively supports all ASIS&T initiatives
- Utilizes knowledge-based decision making

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## **QUALIFICATIONS**

- Current membership in ASIS&T
- Five (5) years of membership in good standing within the last ten (10) years as an Individual, Student, Transitional Professional or Retired member of ASIS&T.
- Have actively participated in ASIS&T activities at the Chapter, SIG or Committee level
- Substantial administrative and leadership experience
- Previous experience on boards or in a leadership capacity with a not-for-profit organization is preferred

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to meet all expectations of the position and time commitment, which includes participation in quarterly Board and committee meetings and conference calls

- Willingness to represent and promote the association without regard to professional discipline, practice, or interest
  - Commitment to ASIS&T and willingness to uphold the Professional Guidelines of ASIS&T
  - Leadership skills including, but not limited to the following: integrity, visioning/strategic thinking, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, cultural competence
  - Additional expertise that would be of value to the Board include but is not limited to financial management / oversight; legal; fundraising & sponsorship; and practice / industry relationships
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## **TIME COMMITMENT**

All Board Members are expected to attend at least four meetings during the year and serve as a liaison to at least one Committee. The Board meets once face-to-face and at least three times by video conference. The face-to-face meetings take place as follows:

- ASIS&T Annual Meeting: This is a two-day meeting for Members-at-Large and a 2.5 day meeting for the Executive Committee which includes the President-Elect.
- Video Conferences are scheduled for at least two hours quarterly, with the mid-year call being of a strategic nature and therefore longer or, potentially, held over multiple days.

The video conference meetings take place in roughly February, May, and August (depending on the timing of the other meetings) and are 2-3 hours in duration depending on the agenda. Given the challenges of finding a time that can accommodate the time zones of an international Board, often these meetings take place very early in the morning or late in the evening for some participants.

Committee work will vary from committee to committee and year to year depending on the charge, but it is reasonable to anticipate at least 4 video conference meetings per year and a face-to-face meeting during the Annual Meeting for each committee. In addition, Members-at-Large serve as ambassadors for the association and may be asked to represent ASIS&T when they attend the meetings of other organizations. There often is considerable discussion carried on between Board meetings via the ASIS&T online platform. Occasionally, matters will come before the Board for vote in this format. Additional ad hoc assignments and roles may materialize in the course of Board service, but generally speaking, an ASIS&T Board Member-at-Large spends an average of about an hour a week on ASIS&T business over the course of a year outside of the scheduled meetings. Please see the [Board Liaison Job Description](#) for further detail as to the Liaison role.

In addition to the commitments of a Director-at-Large, the President-Elect will experience varying levels of time commitment over the duration of their progression from President-Elect to President to Past President. During the President-Elect year, the individual will be spending time learning the function and culture of the Board, spending time with the President and Past President to become acclimated to the role as quickly as possible. The President-Elect serves on the Executive Committee which meets ten times per year via video conference and 2 times per year face-to-face in conjunction with the scheduled Board meetings. Each of these meetings is roughly 90 minutes. The Committee leadership

identification process takes place in the early summer preceding the Annual Meeting at which they become President. In the months preceding their transition to President, the President-Elect and the Executive Director will attend a symposium designed to allow elected officers and staff to plan for the coming year. This will be fully funded by ASIS&T. Finally, the President-Elect works with the President and Past President to conduct the annual performance review of the Executive Director.

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### **FINANCIAL CONSIDERATIONS**

ASIST Directors may request reimbursement of expenses related to attending meetings of the Board of Directors.

Expenses will be reimbursed on a sliding scale based on the distance traveled by the Board member to attend the meeting.

<b>Distance Travelled</b>	<b>Reimbursement Cap</b>
6000+ Miles	\$2,200
4,000 – 6,000 Miles	\$1,800
2,500 – 4,000 Miles	\$1,400
Up to 2,500 Miles	\$1,000

Eligible expenses include train / airfare, ground transportation, parking, up to 3 hotel room nights (variable by term start and end date—see below), and meals in transit.

Board members taking office after the Annual Meeting are not required to attend the Wednesday Board Meeting in person but may attend via video conference. They are not eligible to receive travel reimbursement as outlined above. However, if a new Director does attend the Board Meeting following the Annual Meeting, one night's hotel will be reimbursed.

Board members leaving office after the Annual Meeting are not required to attend the Wednesday meeting and may claim the reimbursement cap less one room night + taxes and fees (based on the prevailing rate at the conference hotel).

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### **CONFLICT OF INTEREST**

No member of the Board of Directors, chairperson of any of its committees, task forces, Chapters, Special Interest Groups, or other bodies shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with ASIS&T.

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### **LIABILITY**

ASIS&T carries Directors & Officers insurance which indemnifies Board members from being held personally liable for the actions of the Association or any member thereof.

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## **ADDITIONAL INFORMATION**

Additional information on Board Service, expectations and process can be found in the [Board Service FAQ's](#).

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Approved by the ASIS&T Board on April 5, 2019