



JOB DESCRIPTION

Position Title: Board Director

BASIC FUNCTION

Member-elected and board-elected Directors have governance, strategic planning, fiduciary and fundraising responsibilities as defined by ADCES Bylaws. Member-elected directors serve for one term of three years and can run for one second term. The board-elected director serves one term of two years that can be renewed once. Terms begin on the first day of the calendar year immediately following a director's election. Upon taking office, the Director will not serve on other ADCES non-Board committees or as a paid speaker or consultant for ADCES, unless he/she possesses unique skills, knowledge or professional abilities.

DUTIES AND RESPONSIBILITIES

1. Governance
 - Governs 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 Chief Executive Officer and ensures regular performance evaluations
 - Serves as a Trustee for the ADCES Foundation
 - Self-evaluates performance of the Board
 - Plans for Board succession through member recruitment and personal progression to an officer position
2. 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
 - Supports development and /or successful implementation of the ADCES Strategic Plan
3. 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
 - Reviews and provides oversight for investment policies and management of capital/reserve funds
4. Fundraising
 - Contributes personally or works to raise at least \$500 per year for the ADCES Foundation
 - Participates in the identification, cultivation, and solicitation of prospective supporters

CONDUCT

- Attends all Board and committee (as assigned) meetings and conference calls, and is prepared to fully participate by reviewing all materials and issues beforehand
- Actively promotes and supports the ADCES online social network by serving as board liaison, listening to members, participating in discussions, and being a positive spokesperson for ADCES and the specialty
- Always demonstrates professional conduct, recognizing that a member of the ADCES Board represents the entire association to members and the public
- Fully complies with all ADCES policies
- Speaks with “one voice” externally for the Board; recognizes that a member of the ADCES Board represents the voice of the association to members and the public
- Actively supports all ADCES advocacy initiatives
- Utilizes strategic, knowledge-based decision making

MINIMUM QUALIFICATIONS

- Has actively participated in ADCES national or local activities to hold a member-elected director position; is an active member of ADCES and has been an active member for at least 3 years

PREFERRED QUALIFICATIONS

- Previous experience on boards or in a leadership capacity with a not-for-profit or for-profit organization(s)

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to meet all expectations of the position and time commitments, which includes participation in quarterly Board and Board governing committee meetings and conference calls
- Willingness to represent and promote the association without regard to professional discipline, practice, or interest
- Commitment to ADCES, and willingness to uphold the Code of Ethical Principles of ADCES Leadership skills including, but not limited to the following: integrity, visioning/strategic thinking, professionalism, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, and a focus on diversity, equity, and inclusion that encompasses cultural competence
- Always operates in an environment of trust, confidentiality, and candor
- Outcome and results oriented
- Computer and technology literate with reliable access to a computer and mobile phone

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors 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 the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.