



Association for Information Science and Technology

## JOB DESCRIPTION

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**Position Title:** President

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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's full term on the Board starts with their President-Elect one-year term and concludes with their Immediate Past President one-year term, for a total of three years. 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 serves as Chair of the Board of Directors, Chair of the Executive Committee, and coordinate the functions of the Board of Directors.

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### DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

#### Officer Roles/Responsibilities

- The President is the chief elected officer of the Association and presides at all meetings of the Executive Committee and the Board of Directors. The President serves as an *ex-officio* member of all committees without the right to vote, and performs such other duties and functions as are necessarily incidental to the office or as may be prescribed by the Board of Directors.
  - The President is the Chair of the Executive Committee which also fulfills the roles of Budget & Finance Committee (during which time the Treasurer serves as Chair), Compensation Committee, and Constitution & Bylaws Committee.
  - The President leads the annual evaluation of the Executive Director.
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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 serves one one-year term in office and advances automatically to the office of Immediate Past President. The total term in office is 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
  - Election and service as President-Elect for one year
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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 Treasurer.
- 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.

The President spends considerably time on ASIS&T matters. The President liaises regularly with the ASIS&T Executive Director, typically meeting by video conference one every 1-2 weeks. The President may choose to establish an advisory group to work on an issue of particular interest to them. There will be opportunities throughout the year to represent ASIS&T at meetings or gatherings of other organizations. This includes the ALA; ALISE; the iConference; IFLA; regional and chapter meetings; and other places where ASIS&T members and potential members may gather. The extent to which the President wishes to undertake these activities will depend on their ability to commit the time and the availability of funding to support it. The President plays a significant role at the ASIS&T Annual Meeting, serving as the convener and host of the meeting, moderating panels, and giving awards. The President serves on all committees ex officio and may attend any committee meetings as the schedule allows. The President is Chair of the Executive Committee which meets eleven times per year via video conference and one time per year face-to-face in conjunction with the scheduled Board meetings. Each of these meetings is roughly 90 minutes.

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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).

The President will also receive reimbursement of all expenses relating to their attendance at meetings in which they are representing ASIS&T in an official capacity, at the invitation of the host or the request of the Board. There will be an annual budget for such travel determined in the Spring of the year the incumbent serves as President-Elect.

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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](#)<sup>1</sup>.

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

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