



JOB DESCRIPTION

Position Title: Board Director

BASIC FUNCTION

Board Directors have governance, strategic planning, fiduciary and fundraising responsibilities as defined by ADCES Bylaws. Member-elected directors serve for one term of three years; the board-elected director serves one term of two years. Terms begin on the first day of the calendar year immediately following a director's election. Upon taking office, directors will not serve on other ADCES non-Board committees, as speakers or consultants for ADCES, unless they possess unique skills, knowledge or professional abilities.

DUTIES AND RESPONSIBILITIES

1. 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 Chief Executive Officer and ensures regular performance evaluations
 - Self-evaluates performance of the Board and provides for continuity
 - Plans for 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
 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
 - Sets investment policies and management of capital/reserve funds
 4. Fundraising
 - Contributes personally or works to raise \$500 per year for the ADCES Foundation
 - Participates in the identification, cultivation, and solicitation of prospective supporters
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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 is a positive spokesperson for ADCES and the profession
 - Fully complies with all ADCES policies, demonstrating professional conduct
 - Speaks with “one voice” externally for the Board; recognizes that a director of the ADCES Board represents the voice of the association to members and the general public
 - Actively supports all ADCES advocacy initiatives
 - Utilizes strategic, knowledge-based decision making
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MINIMUM QUALIFICATIONS

- Have actively participated in ADCES national or local activities to hold a member-elected directorship position; is an active member of ADCES
 - Previous experience on boards or in a leadership capacity with a not-for-profit or for-profit organization(s) 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 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, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, cultural competence
 - Computer and technology literate with reliable access to a computer and mobile phone
 - Ability to operate at all times in an environment of trust, confidentiality and candor
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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.
