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**President Roles and Responsibilities**

The aim of this document is to inform incoming and future Presidents of their roles and responsibilities. We recognize that all Board members, including the President, are volunteers with full and busy lives; it takes a special commitment to assume the roles of President. Thank you for committing your precious time and energy to the ISSTD.

Serving as the President of ISSTD is both a privilege and a responsibility. As President you must share in the responsibilities with the Executive Committee and Director Members of the Board. You can expect and be prepared to devote on average 10-15 hours per week on Board and Society activities as President and 5-10 hours per week as President-Elect and Immediate Past President. In return, you have an opportunity to make a difference in the Society and to shape our future.

**Roles of the President**

1. To manage, monitor and attend to all matters that involve ISSTD for the year of your presidency.
2. To maintain a professional, engaged, ethical representation of ISSTD
3. To ensure that all members of the Board are represented and to ensure that ISSTD is upholding its vision and mission statements.
4. To ensure that all ISSTD-related matters are prioritized ahead of your personal interests, i.e., you assiduously avoid seeking personal or professional gain that would compromise the integrity or interests of ISSTD

**Responsibilities of the President**

**During all Years of the Presidential Term:**

1. Review and sign the Code of Conduct and Conflict of Interest Statement (separate document) and Board of Directors’ Roles and Responsibilities (separate document).
2. Read all assigned documents about the Society.
3. Attend all regularly scheduled meetings of the Board, Executive Committee, and Leadership Roundtable.
4. Participate in online discussions between meetings. As a member of the Executive Committee, you must be able to read and respond to emails within 48 hours. We ask that you notify the rest of the Executive and staff when you will be unavailable.
5. Respond and report within 48 hours to the President, staff, and the Board when requested.
6. Attend the Annual Conference and volunteer to assist at the conference with moderation of sessions and other tasks.
7. Submit an abstract and present at a minimum of one of the following every year: Annual Conference, Regional Conferences, Virtual Conference, or Webinar Program.
8. Maintain a working knowledge of the affairs, policies, assets, and liabilities of the Society.
9. Share the task of answering emails from the public that cannot be answered by ISSTD staff.

**During the President-Elect Year:**

1. ‘Shadow’ the President to learn about the role.
2. Prepare the agenda in conjunction with the Chief Executive Officer (CEO) for Leadership Roundtable Meetings.
3. Chair meetings of the Leadership Roundtable.
4. Chair the Code of Conduct Review group, Integrity Response Team, and Harassment Response Team.
5. During the second half of the year, participate in periodic meetings with the President and CEO.
6. Transition leadership of all committees you chair to the next President-Elect as you assume the duties of the President.
7. Assume the President’s duties in the event of their absence, resignation, removal, disability, or death.

**During the President Year:**

1. Prepare the agenda in conjunction with the CEO for Board and Executive Committee Meetings.
2. Lead meetings of the Board and Executive Committee.
3. Meet periodically with the CEO to discuss Society issues and to prepare for upcoming meetings.
4. Initiate and moderate discussions of new items for the Board and Executive Committee, including Board Votes.
5. Review committee chair list and confirm interest in chairs in continuing to serve in those roles (January). If committee chair or co-chair positions become available during the year, appoint new individuals to these positions.
6. Serve as an *ex-officio* member of all committees and attend at least 75% of committee meetings for all committees. In the event that it may not be possible for the President to attend a committee meeting, the President should delegate attendance responsibility to the President-Elect as proxy, when possible.
7. Manage interpersonal conflicts amongst Board members, volunteers in leadership roles, and all members of the Society, including facilitating the mediation of such conflict when needed.
8. Assist the CEO to manage interpersonal conflicts involving staff that include Board members, volunteers in leadership roles, and all members of the Society, including facilitating the mediation of such conflict when needed.
9. Chair the Rapid Response Team.

**During the Immediate Past President Year:**

1. During the first half of the year, participate in periodic meetings with the President and CEO.
2. Serve as the Chair of the Nominating and Audit Committees.
3. Assist with leading the Council of Past Presidents.
4. Provide support to the President as needed.

# **Code of Conduct and Conflict of Interest Statement**

**As a member of the Board of Directors, *I will*:**

* Make informed and reasoned decisions on behalf of the Society. In order to do this:
  + I will strive to make decisions that are thoroughly informed and free of undue haste
  + I will read all materials that are distributed for discussion
  + I will actively participate in debate and deliberations
  + I will be aware of all related documents and implications before casting my vote or making decisions
  + I will act in a non-defensive and non-hostile manner with all ISSTD members, and staff
  + I will uphold the standards of the society and act as a model of respectful and dignified behavior
  + I will listen carefully to my fellow Board members
* Respect the opinions of my fellow Board members
* Respect and support all majority decisions of the Board
* Recognize that all authority is vested in the Board
* Participate actively in Board meetings and actions and *not discuss elsewhere what I am unwilling to discuss in Board meetings*
* Bring to the attention of the Board any issues that I believe will significantly impact our organization or those we serve
* Refer complaints directly to the proper level on the chain of command
* Recognize my responsibility to ensure that the organization is well-managed
* Represent *all* whom this organization serves (not just a particular geographic area or interest group)
* Consider myself to be a "trustee" of the organization and do my best to ensure that the organization is well-maintained, financially secure, and operating in accord with our stated objectives and in the best interests of those we serve
* Acknowledge conflicts of interest between my personal life and my position on the Board (i.e., abstain from voting or attempting to influence issues in which I have a conflict of interest)
* Allocate the necessary time and energy to Board matters and sustain these commitments over time

# **As a member of the Board of Directors, *I will not*:**

* Use the organization or my position for personal advantage (or for the personal advantage of my friends, relatives, or associates)
* Discuss the confidential proceedings of the Board outside the Board room
* Promise how I will vote on any issue before hearing the discussion and becoming fully informed
* Interfere with the duties of the President and their officers or undermine the authority of our President and their Executive Committee to perform their duties
* Interfere with the duties of staff or undermine the authority of our chief staff executive to perform their duties
* Speak for or on behalf of the organization *unless specifically authorized to do so*

# **Print Name**

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**Signature**

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**Date**

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**Vice-President Roles and Responsibilities**

The aim of this document is to inform incoming and future Vice-Presidents of their roles and responsibilities. We recognize that all Board members, including the Vice-President, are volunteers with full and busy lives; it takes a special commitment to assume the role of Vice-President. Thank you for committing your precious time and energy to the ISSTD.

Serving as the Vice-President of ISSTD is both a privilege and a responsibility. As Vice-President you must share in the responsibilities with the Executive Committee and Director Members of the Board. You can expect and be prepared to spend, on average 7-10 hours per week on Board and Society activities as Vice-President during your three-year term. In return, you have an opportunity to make a difference in the Society and to shape our future.

**Roles of the Vice-President**

1. To assume the duty of President, Secretary, or President-Elect in the event of the officer's absence, resignation, removal, disability, or death, and if the officer is either not present or unable to assume their role.
2. To manage, monitor, and attend to all matters that involve the ISSTD for the three years of your Vice-Presidency, as requested by the President.
3. To maintain a professional, engaged, ethical representation of the ISSTD.
4. To ensure that all members of the Board are represented and to ensure that the ISSTD is upholding its vision and mission statements.
5. To ensure that all ISSTD-related matters are prioritized ahead of your personal interests, i.e., you assiduously avoid seeking personal or professional gain that would compromise the integrity or interests of ISSTD

**Responsibilities of the Vice-President**

1. Review and sign the Code of Conduct and Conflict of Interest Statement (separate document) and Board of Directors’ Roles and Responsibilities (separate document).
2. Read all assigned documents about the Society.
3. Attend all regularly scheduled meetings of the Board, Executive Committee, and Leadership Roundtable.
4. Participate in online discussions between meetings. As a member of the Executive Committee, you must be able to read and respond to emails within 48 hours. We ask that you notify the rest of the Executive and staff when you will be unavailable.
5. Respond and report within 48 hours to the President, staff, and the Board when requested.
6. Attend the Annual Conference and volunteer to assist at the conference with moderation of sessions and other tasks.
7. Submit an abstract and present at a minimum of one of the following every year: Annual Conference, Regional Conferences, Virtual Conference, or Webinar Program.
8. Maintain a working knowledge of the affairs, policies, assets, and liabilities of the Society.
9. Share the task of answering emails from the public that cannot be answered by ISSTD staff.
10. Shadow the President-Elect to learn about the role.
11. Maintain, monitor the implementation of, and lead the further development of the Strategic Plan. This includes working with staff to liaise with all the relevant large committees that have oversight roles over other committees, for the implementation of the Strategic Plan.

# **Code of Conduct and Conflict of Interest Statement**

**As a member of the Board of Directors, *I will*:**

* Make informed and reasoned decisions on behalf of the Society. In order to do this:
  + I will strive to make decisions that are thoroughly informed and free of undue haste
  + I will read all materials that are distributed for discussion
  + I will actively participate in debate and deliberations
  + I will be aware of all related documents and implications before casting my vote or making decisions
  + I will act in a non-defensive and non-hostile manner with all ISSTD members, and staff
  + I will uphold the standards of the society and act as a model of respectful and dignified behavior
  + I will listen carefully to my fellow Board members
* Respect the opinions of my fellow Board members
* Respect and support all majority decisions of the Board
* Recognize that all authority is vested in the Board
* Participate actively in Board meetings and actions and *not discuss elsewhere what I am unwilling to discuss in Board meetings*
* Bring to the attention of the Board any issues that I believe will significantly impact our organization or those we serve
* Refer complaints directly to the proper level on the chain of command
* Recognize my responsibility to ensure that the organization is well-managed
* Represent *all* whom this organization serves (not just a particular geographic area or interest group)
* Consider myself to be a "trustee" of the organization and do my best to ensure that the organization is well-maintained, financially secure, and operating in accord with our stated objectives and in the best interests of those we serve
* Acknowledge conflicts of interest between my personal life and my position on the Board (i.e., abstain from voting or attempting to influence issues in which I have a conflict of interest)
* Allocate the necessary time and energy to Board matters and sustain these commitments over time

# **As a member of the Board of Directors, *I will not*:**

* Use the organization or my position for personal advantage (or for the personal advantage of my friends, relatives, or associates)
* Discuss the confidential proceedings of the Board outside the Board room
* Promise how I will vote on any issue before hearing the discussion and becoming fully informed
* Interfere with the duties of the President and their officers or undermine the authority of our President and their Executive Committee to perform their duties
* Interfere with the duties of staff or undermine the authority of our chief staff executive to perform their duties
* Speak for or on behalf of the organization *unless specifically authorized to do so*

# **Print Name**

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**Signature**

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**Date**

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**Secretary Roles and Responsibilities**

The aim of this document is to inform incoming and future Secretaries of their roles and responsibilities. We recognize that all Board members, including the Secretary, are volunteers with full and busy lives; it takes a special commitment to assume the role of Secretary. The Secretary should be someone with a talent for detail. Thank you for committing your precious time and energy to the ISSTD.

Serving as the Secretary of ISSTD is both a privilege and a responsibility. As Secretary you must share in the responsibilities with the Executive Committee and Director Members of the Board. You can expect and be prepared to spend, on average 7-10 hours per week on Board and Society activities as Secretary during your three-year term. In return, you have an opportunity to make a difference in the Society and to shape our future.

**Roles of the Secretary**

1. To manage, monitor and attend to all Secretarial matters that involve the ISSTD for the three years of your Secretary term.
2. To maintain a professional, engaged, ethical representation of the ISSTD.
3. To ensure that all members of the Board are represented and to ensure that the ISSTD is upholding its vision and mission statements.
4. To ensure that all ISSTD-related matters are prioritized ahead of your personal interests, i.e., you assiduously avoid seeking personal or professional gain that would compromise the integrity or interests of ISSTD

**Responsibilities of the Secretary**

1. Review and sign the Code of Conduct and Conflict of Interest Statement (separate document) and Board of Directors’ Roles and Responsibilities (separate document).
2. Read all assigned documents about the Society.
3. Oversee proper notice of Board of Directors’ and members’ meetings.
4. Attend and record minutes at all regularly scheduled meetings of the Board, Executive Committee, and Leadership Roundtable.
5. Lead all votes at all regularly scheduled meetings of the Board and Executive Committee.
6. Ensure that approved copies of minutes are maintained in the corporate records.
7. Ensure that the records of the organization are maintained as required by law.
8. Assist the officers in coordinating and directing the activities of the Board of Directors. Certain duties of the secretary may be delegated to the Chief Executive Officer, Board members and or Committees as appropriate.
9. Participate in online discussions between meetings. As a member of the Executive Committee, you must be able to read and respond to emails within 48 hours. We ask that you notify the rest of the Executive and staff when you will be unavailable.
10. Respond and report within 48 hours to the President, staff, and the Board when requested.
11. Attend the Annual Conference and volunteer to assist at the conference with moderation of sessions and other tasks.
12. Submit an abstract and present at a minimum of one of the following every year: Annual Conference, Regional Conferences, Virtual Conference, or Webinar Program.
13. Maintain a working knowledge of the affairs, policies, assets, and liabilities of the Society.
14. Share the task of answering emails from the public that cannot be answered by ISSTD staff.

# **Code of Conduct and Conflict of Interest Statement**

**As a member of the Board of Directors, *I will*:**

* Make informed and reasoned decisions on behalf of the Society. In order to do this:
  + I will strive to make decisions that are thoroughly informed and free of undue haste
  + I will read all materials that are distributed for discussion
  + I will actively participate in debate and deliberations
  + I will be aware of all related documents and implications before casting my vote or making decisions
  + I will act in a non-defensive and non-hostile manner with all ISSTD members, and staff
  + I will uphold the standards of the society and act as a model of respectful and dignified behavior
  + I will listen carefully to my fellow Board members
* Respect the opinions of my fellow Board members
* Respect and support all majority decisions of the Board
* Recognize that all authority is vested in the Board
* Participate actively in Board meetings and actions and *not discuss elsewhere what I am unwilling to discuss in Board meetings*
* Bring to the attention of the Board any issues that I believe will significantly impact our organization or those we serve
* Refer complaints directly to the proper level on the chain of command
* Recognize my responsibility to ensure that the organization is well-managed
* Represent *all* whom this organization serves (not just a particular geographic area or interest group)
* Consider myself to be a "trustee" of the organization and do my best to ensure that the organization is well-maintained, financially secure, and operating in accord with our stated objectives and in the best interests of those we serve
* Acknowledge conflicts of interest between my personal life and my position on the Board (i.e., abstain from voting or attempting to influence issues in which I have a conflict of interest)
* Allocate the necessary time and energy to Board matters and sustain these commitments over time

# **As a member of the Board of Directors, *I will not*:**

* Use the organization or my position for personal advantage (or for the personal advantage of my friends, relatives, or associates)
* Discuss the confidential proceedings of the Board outside the Board room
* Promise how I will vote on any issue before hearing the discussion and becoming fully informed
* Interfere with the duties of the President and their officers or undermine the authority of our President and their Executive Committee to perform their duties
* Interfere with the duties of staff or undermine the authority of our chief staff executive to perform their duties
* Speak for or on behalf of the organization *unless specifically authorized to do so*

# **Print Name**

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**Signature**

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**Date**

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**Treasurer Roles and Responsibilities**

The aim of this document is to inform incoming and future Treasurers of their roles and responsibilities. We recognize that all Board members, including the Treasurer, are volunteers with full and busy lives; it takes a special commitment to assume the role of Treasurer. Thank you for committing your precious time and energy to the ISSTD.

Serving as the Treasurer of ISSTD is both a privilege and a responsibility. As Treasurer you must share in the responsibilities with the Executive Committee and Director Members of the Board. You can expect and be prepared to spend on average 7-10 hours per week on Board and Society activities as Treasurer during your three-year term. In return, you have an opportunity to make a difference in the Society and to shape our future.

**Roles of the Treasurer**

1. To maintain stewardship over the financial standing of the Society.
2. To manage, monitor and attend to all financial matters that involve the ISSTD for the three years of your Treasurer term.
3. To maintain a professional, engaged, ethical representation of the ISSTD.
4. To ensure that all members of the Board are represented and to ensure that the ISSTD is upholding its vision and mission statements.
5. To ensure that all ISSTD-related matters are prioritized ahead of your personal interests, i.e., you assiduously avoid seeking personal or professional gain that would compromise the integrity or interests of ISSTD

**Responsibilities of the Treasurer**

1. Review and sign the Code of Conduct and Conflict of Interest Statement (separate document) and Board of Directors’ Roles and Responsibilities (separate document).
2. Read all assigned documents about the Society.
3. Attend all regularly scheduled meetings of the Board, Executive Committee, and Leadership Roundtable.
4. Participate in online discussions between meetings. As a member of the Executive Committee, you must be able to read and respond to emails within 48 hours. We ask that you notify the rest of the Executive and staff when you will be unavailable.
5. Respond and report within 48 hours to the President, staff, and the Board when requested.
6. Attend the Annual Conference and volunteer to assist at the conference with moderation of sessions and other tasks.
7. Submit an abstract and present at a minimum of one of the following every year: Annual Conference, Regional Conferences, Virtual Conference, or Webinar Program.
8. Maintain a working knowledge of the affairs, policies, assets, and liabilities of the Society.
9. Share the task of answering emails from the public that cannot be answered by ISSTD staff.
10. Prepare, in conjunction with the CEO, an annual budget.
11. Co-manage, with the CEO, the Annual Call for Proposals for New Projects and Programs.
12. With the CEO, review and determine the disposition of any applications for Small Projects.
13. Convey Finance Committee recommendations to the Board regarding the annual budget.
14. Ensure an accurate accounting of all Society income and expenses, by serving as a check-and-balance in relation to the Chief Operating Officer (CEO) in reviewing all financial documents on a monthly basis
15. Meet periodically with the CEO to discuss Society financial issues and prepare for upcoming meetings.
16. Meet periodically with the President and CEO to discuss Society financial issues and prepare for upcoming meetings.
17. Conduct annual 'Introduction to ISSTD Finances' for incoming Board members and new Finance Committee members, and provide orientation for 2nd year Board members serving their rotation on the Finance Committee.
18. Serve as permanent member of Center for Advanced Studies and Annual Conference committees, and as *ex officio*member of Audit Committee.
19. Chair the Finance Committee.
20. Appoint a member of the Finance Committee to serve as a representative on all committees with budget (i.e., revenue and/or expense) responsibility.
21. Assist the incoming Treasurer during the last month of your term of service, in learning the current processes involved in this position, to ensure a smooth transition.

# **Code of Conduct and Conflict of Interest Statement**

**As a member of the Board of Directors, *I will*:**

* Make informed and reasoned decisions on behalf of the Society. In order to do this:
  + I will strive to make decisions that are thoroughly informed and free of undue haste
  + I will read all materials that are distributed for discussion
  + I will actively participate in debate and deliberations
  + I will be aware of all related documents and implications before casting my vote or making decisions
  + I will act in a non-defensive and non-hostile manner with all ISSTD members, and staff
  + I will uphold the standards of the society and act as a model of respectful and dignified behavior
  + I will listen carefully to my fellow Board members
* Respect the opinions of my fellow Board members
* Respect and support all majority decisions of the Board
* Recognize that all authority is vested in the Board
* Participate actively in Board meetings and actions and *not discuss elsewhere what I am unwilling to discuss in Board meetings*
* Bring to the attention of the Board any issues that I believe will significantly impact our organization or those we serve
* Refer complaints directly to the proper level on the chain of command
* Recognize my responsibility to ensure that the organization is well-managed
* Represent *all* whom this organization serves (not just a particular geographic area or interest group)
* Consider myself to be a "trustee" of the organization and do my best to ensure that the organization is well-maintained, financially secure, and operating in accord with our stated objectives and in the best interests of those we serve
* Acknowledge conflicts of interest between my personal life and my position on the Board (i.e., abstain from voting or attempting to influence issues in which I have a conflict of interest)
* Allocate the necessary time and energy to Board matters and sustain these commitments over time

# **As a member of the Board of Directors, *I will not*:**

* Use the organization or my position for personal advantage (or for the personal advantage of my friends, relatives, or associates)
* Discuss the confidential proceedings of the Board outside the Board room
* Promise how I will vote on any issue before hearing the discussion and becoming fully informed
* Interfere with the duties of the President and their officers or undermine the authority of our President and their Executive Committee to perform their duties
* Interfere with the duties of staff or undermine the authority of our chief staff executive to perform their duties
* Speak for or on behalf of the organization *unless specifically authorized to do so*

# **Print Name**

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**Signature**

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