Position Description: Director – Member of the AWIS Board of Directors

Position Summary
Directors are elected to serve AWIS (“the Association”) and its members by investing their time, expertise, and efforts to assist in the effective stewardship of the Association. Board members are the fiduciaries who steer the Association towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the Association has adequate resources to advance its mission. Together with the Association’s executive leadership, board members develop goals, strategies, policies, plans, and budgets that ensure the association is successful, growing, and executing its strategic plan. Through active engagement and participation at board and Association events, board members work collaboratively among themselves and with the Association’s executive leadership, operating committees, volunteers, and members.

AWIS Directors shall:

1. Directors are elected for a three-year term and assume office on July 1 of the year following their election.
2. Serve as representatives to the Board of Directors on behalf of the Association’s general membership.
3. Commit to an individual annual fundraising goal for AWIS, through a commitment from their organization, through personal appeals to their network, or both.
4. Be active members of the Board of Directors as defined in the Board bylaws.
5. Serve on at least one Board committee.
6. Use their professional and personal skills to further the mission of the Association.
7. Be a member of the Association during their entire board term.

Principal Responsibilities and Duties of an AWIS Director

General Governance and Oversight:

In collaboration with the Board of Directors as a whole, individual directors are expected to

1. Evolve the Association’s mission and strategy in collaboration with the Association’s CEO
2. Review the performance of the Association’s CEO
3. Participate in strategic and organizational planning for the Association in collaboration with the Association’s leadership team
4. Monitor the Association’s financial resources and adherence to key policies and procedures
5. Ensure that the Association has a succession plan
6. Recruit new board members
7. Promote awareness of the Association and its mission
8. Provide access to their networks, contacts, expertise, and other resources to support the Association’s mission and strategy
9. Understand how the Association operates and stay informed about the external forces that affect the Association and the Association’s key audiences

Board and Committee Activities

As an individual board member, AWIS directors are expected to

1. Represent the membership of the Association in all Board business.
2. Regularly attend and actively participate in Board meetings. Board members who do not reliably attend meetings, as defined in the Board by-laws, shall be asked to step down.
3. Actively participate in Board committees and task forces, as assigned by the Chair. All Board members are expected to serve on at least one committee or task force.
   a. Be well-prepared for meetings
   b. Review and comment on minutes and reports
   c. Stay informed about committee matters
   d. Get to know other Board members and build a collegial working relationship that contributes to collaborative decision making
   e. Participate actively in Board and committee annual evaluation and planning efforts
4. Volunteer for or accept other assignments required to support the Association and complete these assignments in a timely and high-quality manner.
5. Attend other important meetings related to the Association’s mission, fund-raising activities, etc.
6. Assist in policy decision-making for the organization.
7. Conduct outreach and provide assistance to the various chapters and general membership of the organization, in coordination with or as requested, by the AWIS CEO.
8. Represent AWIS at public events in coordination with or as requested by, the AWIS CEO.
9. Participate in activities that represent fund-raising opportunities for the Association.
Personal Qualities of an AWIS Director

1. **Objectivity**: ability and willingness to listen effectively to the opinions of other Board members.
2. **Communication**: the ability to articulate the Association’s positions and policies as determined by the Board; Communicate with others openly, respectfully, and with care.
3. **Energy**: enthusiasm for the Association’s goals; inspired to help the Association achieve its full potential.
4. **Commitment**: Willingness and ability to devote the necessary time to fulfill Board responsibilities and to respond in a timely manner to requests from other Board members and Association leadership.
5. **Vision**: Ability to imagine the future of AWIS and convey the future vision to others.
6. **Courage**: willingness to set a new direction for the Association when needed.

AWIS Director Desired Experience and Qualifications

**Current and Prospective directors should meet the following criteria:**

1. Actively supports the mission, vision, and values of the Association
2. Understands and has experience with financial management preferably in a nonprofit environment.
3. Volunteer leadership experience with AWIS and/or volunteer experience with other non-profit organizations.
4. Has successfully interacted with business, social, environmental, governmental, and/or stakeholder groups and is aware of how they shape the experience of women in science and science-related work environments