

ISTE Board Member Job Description

Job Title: ISTE Board Member

Department: Board of Directors

Reports To: ISTE Membership

Description: Elected by ISTE members. Consists of the president, president-elect or immediate past president, treasurer, secretary and other board members as specified in the bylaws.

The work of the board is to serve as trustees for membership in determining and requiring appropriate organizational performance. To distinguish the board's unique work from the work of its staff, the board will concentrate its efforts on the following work *outputs*:

1. The link between the organization and the membership.
2. Clarity of values and vision in written governing policies, which, at the broadest levels, address:
 - a. *Ends*: Organizational impacts, benefits, outcomes, recipients and their relative worth.
 - b. *General Executive Constraint*: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. *Governance Process*: Description of how the board conceives, carries out and monitors its own tasks.
 - d. *Board-Management Connection*: Delegation of power and its proper use monitored; the CEO role, authority and accountability.
3. The assurance of organizational performance as described in the above policies 2.a. and 2.b. for the CEO, and in 2.c. and 2.d. for the board.

Board members have shared responsibilities to achieve, along with individual responsibilities to the board, and will maintain and follow the *Board Member Code of Conduct*.

BOARD SHARED RESPONSIBILITIES

CEO OVERSIGHT

- Selects the CEO.
- Approves the compensation of the CEO.
- Supports the CEO and assesses their performance.

BOARD SELECTION AND ORIENTATION

- Fills any vacancies on the board of directors that may occur between annual meetings.

FINANCE

- Approves annual budget.
- Monitors budget and regular financial reports.

ORGANIZATIONAL LEADERSHIP AND PLANNING

- Provides leadership of the organization with full authority and power granted to boards of directors of nonprofit corporations under the laws of the State of Oregon.
- Ensures legal and ethical integrity and maintains accountability.
- Determines the organization's mission and goals.
- Connects with the owner members to understand their values so that the board can truly represent their interests.
- Develops a comprehensive set of policies that guide all further organizational actions and decisions.
- Creates a disciplined process of direction and a thorough system of monitoring performance against policy expectations.
- Approves president's recommendation for appointment of chairpersons of standing and special committees.

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

ENGAGEMENT AND PARTICIPATION

- Attends scheduled board meetings; face-to-face and conference calls.
- Reviews board books/documents and is prepared to discuss business and make decisions.
- Adheres to the ISTE Board Member Code of Conduct.
- Submits expense form for reimbursement within 30 days of meetings.

BOARD SELECTION AND ORIENTATION

- Recruits new board members.
- Assesses board performance.
- Assists in orientation of new board members.

FINANCE

- Identifies possible sources of financial support for the organization and provides contact information to staff.

LEADERSHIP AND PLANNING

- Ensures legal and ethical integrity, and maintains accountability.
- Ensures effective organizational planning.
- Enhances the organization's public standing.
- Provides for two-way communication with membership.

CORPORATE RELATIONS PROGRAM

- Supports the revenue-generating corporate relations program by participating in a face-to-face meeting in conjunction with a board meeting or in a conference call with representatives of high-level, year-round ISTE sponsors where board members share their expertise and vision on a topic of interest to the sponsor and/or the broader education technology market.
- Provides ISTE corporate relations staff with introductions to key people at companies that, in the board member's opinion, might be candidates for ISTE sponsorship.

COMMITTEES

- Attends assigned committee meetings, remains abreast of committee activities.
- Advises and serves as a resource to chair of committee to which assigned.
- Corresponds with committee chair in advance of board meetings to assure timely submission of committee reports.
- After each board meeting, reviews board decisions affecting committees.