



## Governance Documents

### Executive Council Member-at-Large Job Description

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#### Bylaws – Article VII, Section 1

The affairs of the Society shall be managed by a board of directors known as the Executive Council which shall have supervision, control and direction of the affairs of the Society, shall determine its policies or changes therein within the limits of these Bylaws, shall actively prosecute its purposes and have discretion in the disbursement of its funds. The Executive Council may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

#### Specific Duties and Responsibilities

In addition to the bylaws, other duties and responsibilities have evolved during ASCRS' history and are now a traditional part of the Executive Council Member-at-Large role.

1.1 Similar to all member leaders, ASCRS Executive Council Members-at-Large are required to:

- Observe and help ensure compliance with ASCRS policies, ethics pronouncements and conflict of interest directives.
- Maintain familiarity with ASCRS' mission, vision, bylaws, strategic plan, services, policies, and programs.

1.2 Role-specific duties and responsibilities include the following:

- Maintains an understanding of the fiduciary duties associated with being an Executive Council Member-at-Large.
- Actively participates on the Executive Council:
  - Reviewing agendas and supporting materials prior to meetings and conference calls.
  - Regularly attending meetings.
  - Actively participating in discussions.
  - Voting on motions.
- Serves as a Council Representative on one or more ASCRS committees as assigned:
  - Maintaining a posture as direction leader and coach for the Committee Chair.
  - Ensuring discussions remain within the bounds of ASCRS' strategic plan and charges directed to the committee.
  - Identifying and nurturing upcoming member leaders for their potential service in higher-level leadership roles.
- Serves on additional committees or work groups, as requested by the President or Executive Council and offers to take on special assignments.



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- Serves on the Committee on Committees and actively participates in proposed committee membership for review by the President.

#### Specific Duties and Responsibilities (continued)

- In the 3<sup>rd</sup> year serves as chair/co-chair of the Committee on Committees
- Visits exhibitors at the ASCRS Annual Scientific Meeting and provides feedback to designated staff.
- Serves, as requested, as an ASCRS representative on other organizations' boards, committees, etc. – keeping the Council informed of activities and decisions pertinent to ASCRS.
- Serves as an ambassador and promoter of ASCRS and its mission with colleagues and with other organizations.

#### Term of Office

- 2.1 Term of office is three years.

#### Desired Personal and Professional Characteristics

- 3.1 Ability to remove self from personal friendships and loyalties and recognize diversity within the membership base.
- 3.2 Ability to listen, analyze, think strategically and creatively, and work well with people individually and in a group.
- 3.3 Ability to consider multiple viewpoints about controversial issues and to communicate ASCRS' perspective effectively with members and other stakeholders.
- 3.4 Ability to prepare for, attend, and participate in Executive Council and committee meetings (including conference calls), ask questions, take responsibility, follow through on assignments, and evaluate oneself.
- 3.5 Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of ASCRS.
- 3.6 Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for ASCRS' development.
- 3.7 Ability to identify and evaluate strategic action steps that are specific, measurable, attainable, relevant and time bound.