

# ASBMB Position Description: President

**Position Title:** President, Council

**Description:** The President shall be the chief elected officer of the Society and shall serve as Chair of the Council; shall preside at all meetings of the Society and of the Council; and perform such other duties as may be prescribed by the Council. The Past President or President-Elect shall serve as President in case of the death, absence or inability of the President to serve (which service shall not affect succession to the office of President in the year following election as President-Elect and to the office of Past President thereafter), and shall perform such other duties as may be prescribed by the Council.

## **President Position Roles and Responsibilities**

Those duties required of councilors, and:

- Serve as the chief volunteer leader of the Society.
- Serve as Chair of the Council and preside at all meetings of the Society and of the Council.
- Chair the Executive Committee of the Council.
- Serve on the Finance Committee.
- Serve on the Nominating Committee.
- Serve on the Public Affairs Advisory Committee Executive Committee.
- Appoint all committees not otherwise provided for in the bylaws, with Council approval.
- Fill all vacancies in appointive positions, with Executive Committee approval.
- Provide annual evaluation of Chief Executive Officer, as determined by the Executive Committee, with input from the Council.
- Serve as spokesperson for the Society, along with Chief Executive Officer.
- Perform other duties as may be prescribed by the Council.

## **Past President and President-elect Position Roles and Responsibilities**

Those duties required of councilors, and:

- Serve on the Executive Committee of the Council.
- Serve on the Nominating Committee.
- Serve on the Finance Committee.
- Serve on the Public Affairs Advisory Committee Executive Committee.
- Serve as President in case of the death, absence, or inability of the President to serve.
- Perform such other duties as may be prescribed by the Council.
- *President-elect:* Appoint the chair-elect of the Program Planning Committee.
- *President-elect:* Designate appointees to those vacant positions whose term of office commences coincidental with or subsequent to the succession to the Presidency, with Executive Committee approval.

## **Qualifications:**

- Demonstrated commitment to exceptional board practices.
- Experience in group facilitation, encouraging open communication and in-depth discussion.

- Prior service on ASBMB Council and other committees is strongly preferred.
- Ability to devote adequate time to Council responsibilities.
- and, those required of councilors:
  - Current ASBMB membership.
  - Knowledge of ASBMB's mission, policies, programs, services, strengths, and needs.
  - Knowledge of the goals of ASBMB and detailed understanding of the Society activities from prior participation on committees or other engagements with the Society is strongly preferred.
  - Necessary bandwidth to participate fully and complete responsibilities of the office.
  - The ability to think strategically and analytically and to effectively communicate thoughts and the reasons for them.
  - Ability to be open and listen and hear and value all perspectives.
  - Possession of earned respect of other key stakeholder group members.
  - The ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
  - Demonstrated understanding of the differences between “oversight” and “supervision.”
  - Earned reputation for emotional maturity, personal integrity, and honesty.
  - A demonstrated familiarity with the body of knowledge related to both the process for which the Council is responsible as well as the substantive content of the subject area within which decisions and choices will have to be made.

**Commitment:**

- 4-year term: one year as President-elect, two years as President, and one year as Past President.
- Regular (typically biweekly) calls with the CEO.
- Monthly Executive Committee calls.
- Two to three annual, 1.5-day in-person meetings of the Council. A spring meeting in conjunction with ASBMB's Annual Meeting, and a summer and fall meeting at ASBMB headquarters in Rockville, Maryland. ASBMB covers councilor travel expenses for the Rockville meetings and provides partial expense coverage for the spring meeting. Attendance to these meetings is required, and councilors are expected to review and be familiar with advanced material shared pre-meeting.
- Limited, additional meetings as needed, typically by videoconference.
- Engage in limited business conducted by email.

**Orientation:**

- A videoconference to review and discuss the expectations and fiduciary roles of Council members.

**Recognition and Reward:**

- Complimentary registration to the ASBMB Annual Meeting.
- Receive a commemorative plaque.

**Benefits:**

- Help to shape the future of the organization and the field.
- Opportunity to engage, network, and exchange ideas with leaders in the community.