

ISDS Board of Directors Roles and Responsibilities

Summary

The Board of Directors acts as the governing body of the International Society for Disease Surveillance and takes responsibility for the adherence to the ISDS mission and values. In upholding these responsibilities, the Board establishes overall long and short-term goals, objectives, and priorities for ISDS and provides oversight for and manages the business and fiduciary responsibilities of the society. Working with the ISDS staff, committees, and membership, the Board ensures all programming and services further the goals of advancing the science and practice of public health surveillance.

Roles and Responsibilities

Governance

- Ensure ISDS operates as articulated in the ISDS Bylaws
- Approve organizational policies and procedures related to finances, human resources and other governance issues.
- Participate in short-term and long-term strategic planning

Finance

- Approve annual budget, financial audit, and tax forms

Outreach

- Actively promote ISDS and its activities
- Serve as an ambassador for ISDS
- Assist in recruitment of new members and Board Members

Board Member Commitments

- *Mandatory:* Attend monthly Board of Director conference calls. A board member who misses three regularly scheduled meetings within a calendar year or who is unable to discharge the roles and responsibilities listed will be subject to communication from board officer(s), and possible board review and removal by vote of the majority of the remainder of the board members.
- Attend Annual Conference
- Attend in-person Board meeting/retreat
- Communicate with staff and other board members, as needed.

Board Officers (one year terms)

President/Chairperson

- Provides leadership and ensures progress on overall long- and short-term goals, objectives, and priorities for ISDS
- Provides leadership and direction to the Board
- Acts in a position of trust for the community and are responsible for the effective governance of the organization.
- Presides at all meetings of the Board of Directors
- Supervises Executive Director
- Evaluates the performance of the Executive Director and solicits input from other Board Directors
- Addresses Annual General Meeting
- Acts as a signing authority on behalf of the Board for financial and legal purposes

Vice-President

- Assumes duties of the president in his/her absence
- Provides leadership and ensures progress on overall long- and short-term goals, objectives, and priorities for ISDS

Treasurer

- Assists in the preparation of the budget
- Monitors the budget
- Ensures the Board's financial policies are being followed
- Reports to the Board of Directors and general membership on finances

Secretary

- Ensures that minutes are taken at the Board of Directors meetings
- Acts as a signing authority on behalf of the Board for financial and legal purposes