

# IPSS Board of Directors: Role, Duties, and Requisite Skills

## DIRECTOR:

**Role:** Elected or Appointed to serve a two-year term. The Board represents the membership and is responsible for governing all IPSS business. Members of the Board will serve as liaisons to committees and lead initiatives to further the mission and vision of IPSS.

### **Duties (as outlined in the bylaws):**

These duties shall include, but are not limited to, the following:

Establish strategic direction for IPSS, including:

- Review and articulate the mission and vision
- Develop goals and strategies for fulfilling the mission and achieving the vision
- Ensure that operational plans and budgets support the strategic direction
- Monitor progress toward strategic goals

Provide resources for IPSS, including:

- Ensure comprehensive society management
- Promote member engagement
- Cultivate potential leaders
- Create and manage an annual budget
- Monitor and strengthen public standing

Oversee IPSS's performance, including:

- Administer finances
- Manage risk
- Ensure legal and ethical integrity
- Maintain accountability
- Support and evaluate the work of the Executive Director

### **Requisite Skills and Abilities:**

- Keen understanding of IPSS and the global pediatric simulation field.
- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Ability to participate significantly in all Society activities as required
- Active engagement in the Society as demonstrated by prior Board service, participation as a committee member or chair, presentation(s) at the Annual Conference of the Society, etc.
- Willing to prepare for and attend board meetings and regular committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, and evaluate oneself.
- Other things to consider: The Board is the voice of the membership. All actions taken and decisions made by the board should be based on the needs of the organization and those members it represents.

## IPSS Board: Role, Function, and Requisite Skills

### **PRESIDENT-ELECT:**

**Role:** Elected to serve a three-year term as President-Elect, President and Immediate Past President (1 year each respectively). The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Society and its governance, and to develop and facilitate officer transition. The President-Elect shall automatically take up office of President at the end of the term as President-Elect.

### **Duties (as outlined in the bylaws):**

The duties of the President-Elect shall be:

- To attend all Business and Board meetings.
- To preside over any meetings in the absence of the President.
- To assist the President as requested.
- To assume the position of President in the event that the President shall leave office prior to the completion of the current term.
- To chair the Leadership Cultivation & Nominations committee

### **Requisite Skills and Abilities:**

- Keen understanding of IPSS and the global pediatric simulation field.
- Demonstrated leadership skills in Board and/or Committee service, and within the society as a whole.
- Strategic Focus
- Ability to participate significantly in all Society activities as required.
- Prior service on the board
- Other things to consider: The President-Elect works hand-in-hand with the President to ensure seamless leadership should s/he need to fill in at any time. The President-Elect is often given oversight of the strategic plan and special assignments as they come up.
- Ability to commit to three years of service as President-Elect, President, Immediate Past-President on the Board.
- Ability to serve the role of President as described.

## **PRESIDENT:**

**Role:** Automatically assumes position at the end of the first year of their President-Elect term. The President ensures that the Board of Directors fulfills its responsibilities for the governance of the Society. The President works in partnership with the President-Elect, Immediate Past President and Executive Director to achieve the mission of the Society.

### **Duties (as outlined in the bylaws):**

The duties of the President shall be:

- To preside over and prepare the agendas for all Board and Business Meetings.
- To provide leadership, vision and direction for IPSS.
- To have final signature authority on behalf of IPSS.
- To serve as an ex-officio member of all committees.
- To appoint individuals to fill any vacated positions on the Board.
- To assume other responsibilities as directed by the Board.

### **Requisite Skills and Abilities:**

- Keen understanding of IPSS and the global pediatric simulation field.
- Demonstrated leadership skills in Board and/or Committee service, and within the Society as a whole.
- Strategic Focus
- Ability to participate significantly in all Society activities as required
- Prior service on the board
- Other things to consider: The President is a facilitator; the ability to communicate, listen and seek input from others is very important. The President should feel comfortable delegating. Strong group dynamic skills are essential to keep meetings running smoothly and to deal with any conflicts that may arise. As the board ambassador, the President acts as a spokesperson to the larger community and may need to speak in public on behalf of the organization.
- Ability to commit to three years of service as President-Elect, President, Immediate Past-President on the Board.

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### SECRETARY:

**Role:** Elected to serve a two-year term as Secretary. Keeps, preserves, and disseminates accurate records on behalf of the society.

#### **Duties (as outlined in the bylaws):**

The duties of the Secretary shall be:

- To attend all Business and Board meetings.
- To be responsible for the minutes of the Board of Director and Business meetings.
- To chair the Bylaws Committee
- To oversee the retention of all IPSS records.
- To ensure that notices of meetings are sent to the membership.
- To assume other responsibilities as directed by the President.

#### **Requisite Skills and Abilities:**

- Proficiency in word processing, electronic communication, and other means of communication required to perform role of Secretary.
- Knowledge of parliamentary procedure is helpful.
- Other things to consider: The Secretary is the liaison between the Board and the Membership. Besides taking minutes of the meetings, keeping members effectively informed on activities of the Society between board meetings is an important part of the role.

### TREASURER:

**Role:** Elected to serve a two-year term as Treasurer. Serves as custodian of the funds of the Society.

#### **Duties (as outlined in the bylaws):**

The duties of the Treasurer shall be:

- To attend all Business and Board meetings.
- To oversee the funds and financial matters of IPSS.
- To chair the Finance and Audit Committee
- To present an annual financial report to the membership.
- To have signatory authority for tax and financial purposes.
- To assume other responsibilities as directed by the President.

#### **Requisite Skills and Abilities:**

- Experience in finance and budgeting from work experience or a previous position on a not-for-profit board is helpful but not required.
- Other things to consider: The Treasurer works very closely with the staff accountant. While the Treasurer is not responsible for producing the financial statements, s/he should feel comfortable presenting the financial position of the organization to the Board and members.