



## **Officer & Director Descriptions, Expectations and Board Commitment Statement**

The call for IPSS Board Nominations takes place each winter. This document provides information about what is expected of each officer position, the respective role and function, and requisite skills. The Board of Directors Commitment Statement is also included. New and continuing Board members will be expected to sign this document each year when the Board of Directors is installed. Please review in full before submitting your nomination for an open position.

**IPSS's vision is to provide the best healthcare for children and families.**

**IPSS's mission is to inspire, grow and lead the global Pediatric Simulation community.**

## **General Information for IPSS Members Considering Service**

### **Composition**

The Board of Directors shall consist of five officers including President, President-Elect, Secretary, Treasurer, and Immediate Past President; the Executive Director; and a maximum of nine elected directors. The Executive Committee shall comprise the five officers and the Executive Director (non-voting).

### **Qualifications & Eligibility**

In order to accept a nomination for office, a candidate must have been an IPSS member for at least two years and hold a current membership during their term. It is desirable that a candidate has previously been an active member to a Committee.

In addition to the above, candidate for the office of the President-Elect, Secretary and Treasurer should have shown active involvement in Society matters by serving on a Committee **AND** served a prior term as a Director on the IPSS Board.

### **Term of Service**

Directors are elected to serve a two-year term, according to the IPSS Bylaws, and can be re-elected to a second term of two years. The offices of Secretary and Treasurer are two-year terms and can be re-elected to a second term of two years. President-Elect will serve a three-year term in the role of President-Elect, President and Immediate Past President (1 year each, respectively).

Directors and Officers can be appointed positions for a one- or two-year term and can be re-appointed for another one- or two-year term (not exceeding 3 years total).

## **Time Commitment**

Directors are required to attend 8-10 board meetings each year. Virtual meetings are held each month and face-to-face meetings are generally planned around the IPSS Annual Conference and IMSH Conference (a virtual option is provided for those not attending in-person). Board meeting attendance and additional phone meetings often involve both weekday and weekend time commitments and shift to accommodate the time zones of our global board.

Additionally, directors should anticipate committing approximately 8-10 hours per month on activities including, but not limited to, conference calls, committee activities, or special project work. The time commitment may vary depending upon the activities of the individual director or officer. The Officers, especially the President, can expect a more substantial time commitment of their role.

## **Candidate Criteria**

The Leadership Cultivation and Nominations committee is responsible for reviewing nominations and presenting a competitive slate of candidates to the Board of Directors for the election each year. All nominations will be reviewed and considered as the committee works to build a balanced board reflecting the diversity of IPSS membership and ensuring the future needs and growth of the organization are met and in line with the IPSS Diversity and Inclusion Statement. As is typical for most organizations, we anticipate that not all qualified nominations will be accepted for the election slate each year and with this in mind, the LCNC will work with those individuals to create meaningful pathways of engagement in IPSS as appropriate.

Board candidates must be current IPSS members with sufficient involvement and knowledge, leadership experience, and dedication to the society's mission. Questions the LCNC might consider as they review nominations:

***Leadership strengths, skills and interests.*** Do you have previous board experience? What other comparable leadership experience do you have? How long and in what capacities have you been involved with the society or in the profession? Do you have a working knowledge of IPSS's history, mission and goals?

***Diversity.*** IPSS values and is dedicated to increasing diversity in all aspects (IPSS Diversity & Inclusion Statement). What will a candidate bring to the board's composition? How will broad representation of the community served be reflected in the board—age, gender, sexual orientation, ethnicity, experience level, and type, size, location of professional environments?

***Personal attributes and style.*** Members-at-large look to Board members as role models. Are you committed to diversity? Are you ethical? Are you easy to approach and known to be a good listener? Do you work to build consensus? Do you have good interpersonal skills? Do you take responsibility and follow through on assignments? Do you emulate IPSS's core values?

## **Desired Skills and Experience**

### **SKILLS & INTERESTS**

- Proven interest in our mission
- Working knowledge of IPSS's history, mission and goals.
- Commitment to maintaining a strong organization that is responsive to our membership.
- Working knowledge of bylaws and policies.
- Professional knowledge and skills needed by the board
- Connections in the community
- Fundraising experience and willingness to participate
- Previous board experience or board training
- Institutional support for active participation as a board member and funding for attendance at the Annual Conference.

### **PERSONALITY & LEADERSHIP**

- Ability to listen well
- Ability to express ideas and opinions clearly
- Ability to participate effectively in a conversation (neither monopolizing nor refraining)
- Ability to handle IPSS business with tact, enthusiasm and commitment.
- Sense of humor, positive presence
- Ability to work well with people.
- Ability to motivate committee members/project workgroups.
- Ability to take responsibility and follow through on assignments.
- Ability to participate on a regular basis in the board's work

### **Benefits of Leadership**

- Leadership is an opportunity to make a difference in IPSS, the pediatric simulation field, and the global community,
- Leadership provides an opportunity to identify needs and to support and achieve organizational and professional goals.
- IPSS leaders gain experience in building and working with groups and develop individual leadership skills through professional development activities.
- Leaders promote and develop leadership in others.
- The IPSS Board of Directors helps to shape the organization's direction and its future.

# 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.

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

### 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.



## BOARD OF DIRECTORS COMMITMENT STATEMENT

**ROLE:** The Board provides policy parameters and guidelines for the governance and operation of IPSS. In that capacity, the Board also ensures strong fiduciary oversight for IPSS by ensuring the Society has adequate financial resources to support the vitality of IPSS.

**COMMITMENT:** As a Board member of IPSS, I am fully committed and dedicated to the Society's mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I accept the bylaws and articles of incorporation and understand that I am morally responsible to serve in a leadership role and to advance and ensure the health and well-being of IPSS.
2. I will actively attend Board meetings. This includes a monthly virtual meeting and any others as assigned. I understand IPSS will hold one to two in-person meetings in conjunction with IMSH and the IPSS Conference and travel is at my own expense. For these meetings a virtual option will also be provided for those not already attending. I also understand that I may be asked to resign if I miss 3 consecutive meetings or miss any 4 meetings in a 6-month period without prior notice.
3. If I am unable to attend a meeting, I will notify the IPSS President and Executive Director as soon as possible prior to the date of the meeting.
4. I will serve actively on at least one of the standing or other committees as assigned.
5. I will actively engage in promoting revenue-generating activities for the Society.
6. I will share resources and talents with IPSS, including professional or personal expertise.
7. I will attend the educational events (conference, webinars, networking sessions, etc.) and take a leadership role in supporting the event by introducing presenters, moderating sessions, and welcoming and introducing new attendees to other attendees and IPSS members.
8. I will serve as an advocate and ambassador for IPSS, promoting its programs to the community.
9. I understand Board members serve a specified term and the level of each Board member's participation is reviewed annually.
10. In affirming my commitment, I understand that every Board member is making a statement of faith about every other Board member. We trust each other to carry out the above agreements to the best of our ability. I understand if I am unable to meet the above commitment, I will offer my resignation.