

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: President of AIC

Reports to: The AIC Board of Directors

Position Objective: To lead AIC as the chief elected officer, to chair the board of directors of AIC, and, on behalf of the board, to provide guidance and support to the executive director in carrying out the management, mission, and goals of the AIC.

Key Duties and Responsibilities: In addition to fulfilling the regular duties of a member of the board of directors of AIC, as outlined in the AIC Board Member Guidelines, the AIC president is expected to assume the following responsibilities:

1. Guides the board of directors, in collaboration with the executive director, to establish and advance AIC policies to provide services to its members in accordance with the priorities established in their respective strategic plans, as well as to protect the financial health, material assets, and long-term growth of AIC. Supports the executive director in implementing these policies
2. Leads the board of directors' annual and long-term strategic planning for AIC. Encourages discussion of ideas and goals, soliciting professional advice from within the board and externally, as required.
3. Exercises the governing authority of the board of directors (as specified in the Bylaws) when advised to do so by agreement of the board. The president of AIC may not assert the authority of the board without prior approval from the board.
4. Ensures adherence to the AIC Articles of Incorporation and Bylaws and assures the integrity of the board process.
5. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
6. Acts as the chief liaison between the board and executive director and provides guidance and support to the executive director in carrying out the directives of the board.
7. Serves as a spokesperson for the board of directors when appropriate and advised to do so by the agreement of the board
8. Acts as spokesperson for the profession; represents AIC, its programs, and its policies in order to increase AIC's profile and stature as a leading voice in the conservation profession.
9. When appropriate, creates task forces, working groups, or other entities in order to manage short-term policy projects developed by the AIC board. These entities may include members of the board and other AIC members as well as outside experts. Delegates responsibility for short-term policy studies to other members of the board.

10. Provides a report to the board prior to board meetings; this is sent to the executive director two weeks in advance of each board meeting or as agreed on with the executive director.
11. Chairs meetings of the board of directors of AIC. Ensures that the board meets regularly, at least three times each year, to develop goals and policies for AIC and to provide direction to the executive director. In consultation with the executive director, approves meeting agendas prepared by the executive director. Mediates discussion and voting process at meetings.
12. Initiates and leads the AIC board's process of annual review, with the AIC strategic plan serving as a guide.
13. Collaborates with the executive director in preparing an agenda for the annual member business meeting, over which the president presides.
14. Approves the AIC/FAIC executive director's employment contract. Initiates and leads annual performance review of the executive director, making sure to solicit input from board members in advance of the review, and, in consultation with the treasurer, recommends compensation to the board.
15. Promotes active participation in AIC on the part of the membership. Reports the activities of the AIC board to the members via *AIC News* and through other platforms as desired.
16. Serves as an *ex-officio* voting director on the FAIC board in accordance with the FAIC Bylaws.

Compensation: The president of AIC serves as a volunteer, and in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in the AIC Bylaws, the president of the AIC holds office for a term of three years ending at the adjournment of the third succeeding member business meeting and until the successor is elected and qualified. The president is eligible to serve no more than one term of office. The president must be a Professional Member or Fellow of AIC and is elected by the membership of AIC, following the election procedures outlined in the bylaws. The term of service as *ex-officio* voting member on the FAIC board is concurrent with the terms of office on the AIC board in accordance with the FAIC Bylaws.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Vice President of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of four volunteer officers of the elected board of directors and to serve in the capacity of the president of AIC when called upon, either at meetings when the president is absent or in all capacities when the president is unable to serve.

Key Duties and Responsibilities: In addition to fulfilling the regular duties of a key member of the board of directors of AIC, as outlined in the AIC Board Member Guidelines, the AIC vice president is expected to assume the following responsibilities:

1. Works closely with the president of AIC and the executive director to lead the board in developing policies for AIC.
2. Chairs meetings of the board when the president of AIC is unable to attend. Exercises the president's authority and assumes the president's responsibilities in conducting and preparing for any such board meetings. The president's meeting responsibilities include, but are not limited to, approving the meeting agenda in consultation with the executive director, mediating discussions, and holding board votes as necessary.
3. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
4. Represents AIC, its programs, and its policies in order to increase its profile and stature as a leading voice in the conservation profession.
5. With the president of AIC, enforces adherence to the AIC Articles of Incorporation and Bylaws and assures the integrity of the board process.
6. Attends AIC board meetings and participates in projects, discussions, and votes.
7. Provides a report to the board prior to board meetings; this is sent to the executive director two weeks in advance of each board meeting or as agreed on with the executive director.
8. Leads board projects and board task forces, working groups, or other entities when assigned to do so by the president.
9. Represents AIC with other associations or organizations as requested by the president.
10. Serves as the liaison between the general session program committee and the AIC board and the poster session committee and the AIC board regarding the development of the AIC annual meeting program. Leads the discussion and decision-making process with IAG and board members in determining future annual meeting general session themes.
11. Performs other duties as assigned by the president; by tradition, these duties include serving as program chair for the annual meeting of the AIC.
12. Serves as the AIC member of the AIC/FAIC Audit Committee.

13. Serves as an *ex-officio* voting director on the FAIC board in accordance with the FAIC Bylaws.
14. Promotes active participation in AIC on the part of the membership. Reports the activities of the AIC board to the members via *AIC News* and through other platforms as desired.

Compensation: The vice president of AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, the vice president of the AIC holds office for a term of three years ending at the adjournment of the third succeeding member business meeting and until the successor is elected and qualified. The vice president is eligible to serve no more than one term of office. The vice president must be a Professional or Fellow member of the AIC and is elected by the membership of AIC, following the election procedures outlined in the Bylaws. The term of service as *ex-officio* voting member on the FAIC board is concurrent with the terms of office on the AIC board in accordance with the FAIC Bylaws.

Note: While this is not a requirement of the AIC Bylaws, it is traditionally assumed that the AIC vice president will stand for election to president following their term of office.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Secretary of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of four volunteer officers of the elected board of directors.

Key Responsibilities: In addition to fulfilling regular duties of a member of the AIC board of directors, as outlined in the AIC Board Member Guidelines, the secretary reviews, comments on, and approves the minutes of all AIC board meetings and the AIC member business meeting. The secretary is expected to assume the following responsibilities:

1. Presents the secretary's report at AIC board meetings for board approval. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
2. Approves draft meeting minutes prepared by a designated staff member and authorizes distribution of electronic copies to board members within two weeks of each board meeting, as agreed on with the executive director. Action items for each board member and executive director, policy decisions, and votes taken are drafted by the designated staff member for approval by the secretary.
3. Serves as board liaison to the three AIC standing committees: membership, ethics and standards, and nominating (and their subgroups and working groups).
4. Serves as board liaison to the appeals committee (select committee).
5. Working in collaboration with the staff liaison and the standing committee chairs, reviews and suggests recommendations for revisions to each committee's charge (as necessary), oversees annual goals, and provides guidance.
6. Presents new committee member recommendations to the board, as provided by the committee following a member-wide announcement of an open position.
7. Advises standing committee chairs through leadership transitions and onboarding processes with the designated staff liaison.
8. Requests written reports from each standing committee chair in advance of board meetings; compiles and summarizes these reports for the board and sends to the AIC office two weeks in advance of each board meeting, or as agreed on with the executive director.
9. Attends and reports on standing committee meetings as necessary.
10. Reviews and comments on standing committee guidelines.
11. Promotes active participation in AIC on the part of the membership. Reports the activities of the AIC board to the members via AIC News and through other platforms as desired.
12. Performs other duties assigned by the president.

Compensation: The secretary of AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, the secretary of the AIC holds office for a term of three years ending at the adjournment of the second succeeding member business meeting and until the successor is elected and qualified. The secretary is eligible to serve no more than two consecutive terms of office. The secretary must be a Professional member of the AIC and is elected by the membership of AIC, following the election procedures outlined in the Bylaws.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Treasurer of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with the leadership of the AIC as one of four volunteer officers of the elected AIC board of directors.

Key Responsibilities: In addition to fulfilling regular duties of a member of the board of directors of the AIC, as outlined in the AIC Board Member Guidelines, the treasurer is expected to assume the following responsibilities:

1. Reviews the financial status of the AIC on a regular basis to ensure overall fiscal integrity. Reviews and approves any special requests for expenditures from the executive director prior to board review and approval.
2. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
3. Reviews the annual budget request prepared by the executive director and presents the agreed-on budget to the board of directors in November as part of the treasurer's report.
4. Receives and reviews quarterly investment reports.
5. When a financial advisory committee exists, the treasurer serves as chair during their term of service as treasurer and serves as a member of this committee during the tenure of their successor.
6. Oversees financial investments as chair of the financial advisory committee and, in cooperation with the executive director, recommends any investment policies revisions to the board for approval.
7. Reviews and approves quarterly financial reports prepared by the finance manager and approved by the executive director. Reviews draft financial narratives and approves them prior to board meetings.
8. Prepares and presents treasurer's reports to the board of directors during board meetings and presents annual financial reports for members during the November IAG meeting and Spring member business meeting. Reports are sent to the executive director two weeks in advance of each board meeting or as agreed on with the executive director.
9. Oversees AIC fiscal policies and procedures, as prepared by the executive director.
10. Reviews the draft audit and maintains contact with the auditors as necessary.
11. Serves as an *ex-officio* voting director on the FAIC board in accordance with the FAIC Bylaws.
12. Promotes active participation in AIC on the part of the membership.
13. Performs other duties assigned by the president.

Compensation: The treasurer of AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, the treasurer of the AIC holds office for a term of three years ending at the adjournment of the second succeeding member business meeting and until the successor is elected and qualified. The treasurer is eligible to serve no more than two consecutive terms of office. The treasurer must be a Professional or Fellow member of the AIC and is elected by the membership of AIC, following the election procedures outlined in the bylaws. The term of service as ex-officio voting member on the FAIC board is concurrent with the term of office on the AIC board, in accordance with the FAIC Bylaws.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Director, Communications, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with the leadership of the AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling regular duties of a members of the AIC board of directors, as outlined in the AIC Board Member Guidelines, the director, communications, provides guidance and support to AIC staff regarding AIC communication with members and in outreach to allied organizations, the cultural community, and the public. The director, communications, is expected to assume the following responsibilities:

1. Oversees internal and external communications through strategic planning and implementation in coordination with the AIC board, executive director, and communications and membership director. These communications include the *Journal of the American Institute for Conservation (JAIC)*, *AIC News*, annual meeting and specialty group postprints, specialty group publications, blogs, wiki, listservs, other print and electronic publications, and the AIC website.
2. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
3. Promotes public awareness of AIC strategically and in coordination with the AIC board, executive director, and communications and membership director.
4. Serves as board liaison to the appointed Communications Committee (CommComm) including its subcommittees and ad hoc working groups.
5. Working in collaboration with the staff liaison and CommComm chair, reviews and suggests recommendations for revisions to the committee's charge (as necessary), oversees annual goals, and provides guidance.
6. Provides guidance and advises the communications and membership director on staff- and contractor-led communications and publications efforts for JAIC, AIC News, listservs, blogs, wiki, website, and other print or digital platforms.
7. Presents new committee member recommendations to the board, as provided by the CommComm chair following an open call of an open position to all members.
8. Requests a written report from the CommComm chair in advance of board meetings that summarizes the activities of the subcommittees over the reporting period. Compiles the report for the board and sends it to the executive director two weeks in advance of each board meeting, or as agreed on with the executive director.
9. Attends and reports on committee meetings as necessary.
10. Reviews and comments on standing committee guidelines.

11. Promotes active participation in AIC on the part of the membership. Reports the activities of the AIC board to the members via *AIC News* and through other platforms as desired.
12. Performs other duties assigned by the president.

Compensation: The director, communications, of the AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, directors hold office for a term of three years ending at the adjournment of the second succeeding member business meeting and until the successor is elected and qualified. Directors serve no more than two consecutive terms of office. Directors must be a Professional Associate or Fellow member of the AIC and are elected by the membership of AIC, following the election procedures outlined in the Bylaws.

Note: The Communications Committee replaced the Publications Committee as of February 1, 2020.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Director, Professional Education, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, as outlined in the AIC Board Member Guidelines, the director, professional education, oversees professional education for the AIC and is expected to assume the following responsibilities:

1. Serves as board liaison with the Education & Training Committee (ETC), the Equity and Inclusion Committee (EIC), and the Emerging Conservation Professionals Network (ECPN).
 - a. Working in collaboration with the staff liaison, reviews and suggests recommendations for revisions to the ETC, EIC, and ECPN charges (as necessary), oversees annuals goals, and provides guidance.
 - b. Attends and reports on committee and network meetings as necessary. Shares AIC organizational news and updates with the committees and network.
 - c. Reviews and comments on committee and ECPN guidelines.
 - d. Presents new committee member and officer recommendations to the board, as provided by the ETC, EIC, and ECPN, respectively, following a member-wide announcement of an open position.
 - e. Requests written reports from the ETC, EIC, and ECPN chairs in advance of board meetings. Compiles and summarizes these reports for the board and sends to the executive director two weeks in advance of each board meeting, or as agreed on with the executive director.
2. ETC-specific functions:
 - a. Coordinates closely with the ETC, its staff liaison, FAIC Education Manager, and AIC executive director, and offers guidance on programming goals.
 - b. Supports ETC in determining needs and developing strategic programs for continuing education for the conservation field, including such activities as membership surveys, program assessments, and evaluations.
 - c. Ensures that fair and appropriate procedures for program content selection, grant and scholarship reviews, and program evaluation are implemented.
 - d. Reviews funding proposals and provides final approval of funding selections.
3. Represents AIC, or delegates representatives, to conservation education programs and works with them and other educational institutions to expand continuing education opportunities for the field.
4. Assists, as necessary, the specialty groups and other AIC entities in planning and developing programs for continuing education.

5. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
6. Promotes active participation in AIC on the part of the membership.
7. Performs other duties as assigned by the president.

Compensation: The director, professional education, of AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, directors of the AIC hold office for a term of three years ending at the adjournment of the third succeeding member business meeting and until their successors are elected and qualified. Directors serve no more than two consecutive terms of office. Directors must be a Professional Associate or Fellow member of AIC and are elected by the membership of AIC, following the election procedures outlined in the Bylaws.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Director, Specialty Groups, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, as outlined in the AIC Board Member Guidelines, the director, specialty groups, serves as the liaison between the board of directors and the specialty groups of AIC and is expected to assume the following responsibilities:

1. As board liaison to the specialty groups, reviews and suggests recommendations for revisions to the specialty groups' rules of order, oversees annual goals, provides guidance, and serves as an advisor to the specialty groups. Maintains contact with the chairs of the specialty groups and regularly reports their activities and plans to the board of directors of the AIC.
2. Communicates with and coordinates activities with the staff liaison to the specialty groups.
3. Requests written reports from each specialty group chair in advance of board meetings and submits the compiled reports to the executive director two weeks in advance of the meeting or as agreed on with the executive director.
4. Provides guidance in the planning of special program development by specialty groups.
5. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
6. Promotes active participation in AIC on the part of the membership.
7. Performs other duties as assigned by the president.

Compensation: The director, specialty groups, of AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, directors of the AIC hold office for a term of three years ending at the adjournment of the third succeeding member business meeting and until their successors are elected and qualified. Directors serve no more than two consecutive terms of office. Directors must be Professional Associate or Fellow members of AIC and are elected by the membership of AIC, following the election procedures outlined in the Bylaws.

AIC BOARD OF DIRECTORS POSITION DESCRIPTION

Position Title: Director, Committees & Networks, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of the AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, as outlined in the AIC Board Member Guidelines, the director, committees & networks, serves as the liaison between the board of directors of the AIC and board-established special committees and networks, as assigned by the board president, and is expected to assume the following responsibilities:

1. Serves as board liaison and advisor to the committees and networks, and their sub-committees, working groups, and discussion groups, assigned by the board president. Reviews and suggests recommendations for revisions to the charges, oversees annual goals, and provides guidance for the assigned committees and networks. Presents new committee member and officer recommendations to the board, as provided by the committees and networks, respectively, following a member-wide announcement of an open position.
2. Communicates with and coordinates activities of the committees and networks with the designated staff liaison. This includes member requests for the addition of new committees or networks and the removal of existing committees and networks.
3. Supports AIC and its policies, internally and externally, in order to strengthen AIC's ability to fulfill its stated mission.
4. Requests a written report from the chairs in advance of board meetings. Reviews and compiles the reports and sends a comprehensive report to the executive director two weeks in advance of each board meeting or as agreed on with the executive director.
5. With the designated staff liaison, advises committee and network chairs through leadership transitions and onboarding processes.
6. Attends and reports on committee and network meetings as needed.
7. Performs other duties as assigned by the president.
8. Promotes active participation in AIC on the part of the membership.

Compensation: The director, committees & networks, of the AIC serves as a volunteer and, in accordance with AIC's Bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's Bylaws, directors hold office for a term of three years ending at the adjournment of the third succeeding member business meeting and until the successor is elected and qualified. Directors serve no more than two consecutive terms of office. Directors must be a Professional Member or Fellow of AIC and are elected by the membership of AIC, following the election procedures outlined in the Bylaws.