

## **PIMA Board Member Job Description**

The PIMA Board of Directors is the policy-making body for PIMA. It determines Mission, strategic direction, and priorities (for budget & programs), as well as being visible external representatives to the membership and industry.

PIMA is recognized by the IRS as a 501(c)(6) not-for profit corporation, with a trade association designation, thus Board service is also a legal commitment. PIMA does have D&O Policy coverage.

To be a member of the Board, your organization must be a PIMA member in good standing.

Responsibilities Include:

- The term of office for a Board member is three years. It is possible, and occasionally the case where, a Director may be re-nominated to serve an additional three-year term. No Director may serve more than 2 consecutive terms.
- A Board member needs to be prepared to commit time to serving as a Chair or active member of a Board committee or Task Force, in addition to fulfilling the legal and fiduciary roles as a Board Director.
- Board members are expected to support PIMA through membership recruitment & retention efforts, attendance at meetings, sponsorship solicitation, conference promotion, etc.
- Board members provide fiscal oversight, i.e. ensure that PIMA follows its fiduciary and financial policies & stays financially strong.
- It is the responsibility of the Board to support, and ensure that PIMA implements the goals and objectives in the Board-approved Strategic Plans.
- The PIMA Board is also the legal employer of the Executive Director.
- The Board meets at least three times per year, in conjunction with our conferences/meetings and an additional stand-alone meeting; occasional teleconferences may also be held. All costs, e.g. travel, meeting registration fees, etc. are borne by individual volunteer leaders and/or their employers. (At stand-alone meetings, PIMA covers meal expenses).

## Guidelines for Assistance in Developing the Slate of PIMA Director and Officer Nominees

1. Have you or your candidate demonstrated ability, commitment, and **interest in PIMA**, e.g. by regular attendance at conferences, working on committees, or volunteering as meeting chair or speaker, recruiting members, sponsorship, attending a Board meeting, Advisory Forums? What's the "track record" with regard to those tasks, e.g. reliability, team-player, follow-through, etc.?
2. Has the Nominating Committee considered the importance of reflecting the **diversity\* of the membership** and gaps in representation in future board years (after the retiring class members' terms expire)? *\*diversity by member entity type (D, P or BP as well as type of business line and/or channel, professional role, gender and/or ethnicity).*
3. Are you or your candidate a **leader**? Will you or your candidate's professional reputation, stature, judgment and leadership skills command the respect of board colleagues, external audiences, as well as members? Will you or your candidate's background and skills assist the organization in crafting its future and addressing current challenges? Can you or your candidate accept the limelight graciously and tolerate the inevitable criticism when organizations change or are considering new courses of action? Are leadership skills evidenced outside of PIMA?
4. Do you or your candidate have the **time to devote** to leading and directing the affairs of the organization? (The Nominating Committee should ensure that the candidate has reviewed & understands the Board job description and will give the necessary time). The Board members on the Committee shall consider recent performance when assessing officer candidates).
5. Will you or your candidate **work effectively** with the rest of the board? Board members must be candid, agree to disagree, communicate effectively, be team players and respectful of others' opinions, e.g. must support a Board decision once made, even if a dissenting voter. A deep thinker or negative-type person who cannot communicate or listen well, is not likely to contribute positively or build consensus.
6. Will you or your candidate **work effectively** with the organization's professional executive? The two must be able to effectively communicate and work together.
7. Are you or your **candidate interested** in more than the honor of serving? Board nomination is more than a reward for past service, but represents a serious—and legal—responsibility & commitment to serve the organization.
8. Do you or your candidate's **personal conduct & reputation** reflect favorably on the group? Will the candidate demonstrate ethical behavior and professionalism, including subordinating personal or professional biases for the good of the entire organization? *The interests of the organization must be placed first.*

## PIMA Board Nomination Form

Please complete this form to nominate someone or self-nominate yourself for the PIMA Board.

### Nominee Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Years as PIMA Member (at various companies): \_\_\_\_\_

Member Category (check one) Distributor  Product Provider  Business Partner

Prior PIMA Committee or Volunteer Experience:

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Present or prior *other* Board and/or Volunteer involvement (community, civic, other orgs.):

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Why is the nominee interested in serving on the PIMA Board/helping to further the PIMA mission to grow the group sponsored benefits market?

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Serving on the PIMA Board requires attending at least 3 meetings per year (two at conferences). See the complete job description. Signature indicates that nominee understands the role, commitments, and his/her employer supports participation on the board, both from a time and expense standpoint.

\_\_\_\_\_  
Signature

Thank you for your interest in serving on the PIMA Board. Please return this completed form by September 23, 2021 to PIMA Nominating Committee Chair and PIMA Immediate Past President Liz Sheehan [lsheehan@franklin-madison.com](mailto:lsheehan@franklin-madison.com) and cc: PIMA at [membership@pimainsights.org](mailto:membership@pimainsights.org).