SRAI Leadership Awareness
(W106)

Bruce Steinert, Secretary
Jim Hanlon, Chair, Governance Committee
Ellen Quinn, Chief Operating Officer
Annedorte Vad, Board Member
Why Volunteer?

- Learn new skills
  - Organization and prioritization
  - Problem solving
  - Group dynamics
- Make valuable contacts
- Develop leadership and team building skills
- Increase self-confidence
- It’s just plain fun
The Society

• Society of Research Administrators International
  • Founded 1967, incorporated 1968 (Virginia)
  • Non-profit educational organization
• Operated by member volunteers
• Professional Executive Office
Mission and Vision

• To develop, define and promote international best practices in research management, administration, knowledge transfer and growth of the research enterprise.

• To be the premier international resource for excellence in research management, administration and development of the profession.
Strategic Plan

• Third year of a 5-year strategic plan
• Primary Strategic Objectives
  • Expand our strategic SRAI volunteer framework
  • Enhance technology and data
  • Develop an accreditation and quality assurance program for education resources
  • Increase Membership from 5,000 to 7,500
    • Emphasis on international and executive leadership
  • Streamline and enhance organizational structure
  • Financial Reserve and Stewardship
Governance Structure

- Board of Directors and Executive Committee
- Sections, Chapters and Divisions
- Standing Committees
- Special Committees
- Task Forces
- All supported by the Executive Office (EO)
Governance

• Board of Directors
  • Overall responsibility for society governance
  • Voting Members elected by the society membership
  • Subgroup representatives appointed by President

• Governance Documents
  • Bylaws
    • Rules for governing the Society
    • Approved by Board; ratified by the Membership
  • Policies approved by Board
  • Procedures approved by the EO or Committees
Board Activities

• Board meets 4 times per year
  • Before and after Annual Meeting (on site)
  • Spring and Winter at the Executive Office
  • Additional meetings as needed (conference call)
  • Executive Committee acts when Board is not in session

• Board meetings are open to members (except in camera sessions)
Board of Directors (Elected)

- President
- President-Elect (even years only)
- Immediate Past President
- Secretary
- Treasurer
- At Large Members (6)
  - Three-year terms
  - Two positions elected each year
Board of Directors (Appointed)

- Ad Hoc Members (6 Non-voting)
- Representing:
  - Sections
  - Chapters
  - Divisions
  - International
  - Membership
  - Education and Professional Development
Sections

• Six sections
• Geographic regions
  • Midwest, Northeast, Western, Southern
  • Canadian, International
• Report to the Board of Directors
Section Leadership

• Elected Officers
  • President
  • President-Elect
  • Past President
  • Secretary
  • Treasurer
  • Others as prescribed by bylaws

• Appointed representatives to society committees
Chapters

• Smaller geographic areas than Sections
• Educational mission
  • Local content and presenters
  • Easier logistics and less cost to attend than annual or section meetings
• Grass roots membership development
Chapter Leadership

• Elected Officers
  • President
  • President-Elect
  • Past President
  • Secretary
  • Treasurer

• Report to their respective Section Leadership
Committees and Task Forces

- Standing Committees (per Bylaws)
  - Executive, Bylaws, Development and Finance, Nominations, Membership
  - Chairs are *ex officio* or appointed by President
  - Members appointed

- Special Committees (created by Board)
  - Established to address specific program areas

- Ad Hoc Committees and Task Forces (created by the President)
  - Limited projects or tasks (e.g., Annual Meeting)
Ad Hoc Committees

• Annual Meeting Program
• Awards
• Catalyst
• Conflict of Interest

• Education and Professional Development
• Journal
• Section, Division and Chapter Presidents
Task Forces

- Governance
- Historian/Archivist
- Micro-credentialing
- Senior Executive Institute
- Symposium Papers and Posters
What resources are available?

• Each committee has a Board Liaison
  • More direct communication with Board
  • If Chair is on the Board, that person is also Liaison

• Terms of Reference for each committee
  • Defines purpose and structure
  • Defines processes

• First contact is Committee Chair, then Liaison
  • Volunteer for the committee
  • Request Committee action
What resources are available?

- Leadership Portal
  - Policies and Procedures
  - Forms
  - Board approved meeting minutes
- ‘Get Involved’ website
  - How to get involved in opportunities with:
    - Speaking
    - Leadership
    - Committees
    - Writing
Executive Office Resources

• Maintains member information
• Preserves the history and operational data
• Manages the finances
• Maintains the infrastructure
• Administrative support
Who’s Who?

- Executive Committee
  - Chair – Kim Carter
  - Liaison – Bruce Steinert
- Bylaws Committee
  - Chair - Jason Claes
  - Liaison – Dominic Esposito
- Development and Finance Committee
  - Chair – Dominic Esposito
  - Liaison – Dominic Esposito
Who’s Who

• **Membership Committee**
  • Chair – Tonya Edvalson
  • Liaison – Tonya Edvalson

• **Nominations Committee**
  • Chair – Cindy Kiel
  • Liaison – Cindy Kiel

• **Annual Meeting**
  • Co-Chairs – Pam Miller, Devin Krueger, Gayle Walters
  • Liaison – Susan Sedwick
Who’s Who

- Audit Committee
  - Chair – Kathy Harris
  - Liaison – Rene Hearns

- Awards Committee
  - Chair – Annedorte Vad
  - Liaison – Annedorte Vad

- Catalyst
  - Co-Chairs – Seema Dhindaw, Kathryn Watkins
  - Liaison – Angela Behrend
Who’s Who

• Conflict of Interest
  • Chair – Cindy Kiel
  • Liaison – Cindy Kiel

• EPDC
  • Co-Chairs – Mark Hochman, Dara Little
  • Liaison – Mark Hochman

• Governance Committee
  • Chair – Jim Hanlon
  • Liaison – Bruce Steinert
Who’s Who

• Historian/Archivist
  • Chair – Pat Buennemeyer
  • Liaison – Kim Carter

• Investment Committee
  • Chair – Marcos Garza
  • Liaison – Dominic Esposito

• Journal of Research Administration
  • Chair – Nathan Vanderford
  • Liaison – Gloria Greene
Who’s Who

• Micro-Credentialing Committee
  • Chair – Mark Hochman
  • Liaison – Mark Hochman

• Symposium and Papers Committee
  • Chair - Sandra Justice
  • Liaison – Domenica Pappas

• Section, Division and Chapter Presidents
  • Chair – Cindy Kiel
  • Liaison – Cindy Kiel
Who’s Who

• Senior Executive Institute
  • Chairs – Ian Carter, Amy Sikalis
  • Liaison – Susan Sedwick
Who’s Who Executive Office

- Evan Roberts, Executive Director
  - Board of Directors and Executive Committee
  - Nominating Committee
- Ellen Quinn, Chief Operating Officer
  - Programs
  - Membership
  - Governance
  - Bylaws
Who’s Who Executive Office

• Jenny Atkison, Meeting & Exhibits Manager
  • Meeting Logistics
  • Exhibits and Sponsors
  • Sections

• Emily Mincey, Program Associate
  • Section Meetings
  • Certificates
  • Annual Meeting Speakers
  • Awards Committee
Who’s Who Executive Office

- Virginia Cunigan, Registrar
  - Meeting and Webinar Registration
  - Membership Renewals and Registration
- Debbie Appler, Executive Office Assistant
  - Chapters
  - Webinars
  - Executive Office Support
Who’s Who Executive Office

• Gina Cuevas, Program Associate
  • Micro-credentialing Task Force
  • Webinars and Program Committee
  • Distinguished Faculty and Speaker Bureau
Who’s Who Executive Office

- Dilyana Williams, Communication and Marketing Director
  - Marketing Programs and Membership
  - SRAI Website
  - The Journal of Research Administration
  - Annual Meeting
- Carly Cloud, Communication and Marketing Specialist
  - Social Media
  - Catalyst Newsletter
Who’s Who Executive Office

• Jim Mitchell, Information Technology Manager
  • Membership and Communication Databases
  • Office Technology
  • Graphics and Journal Layout

• Yvette Rector, Bookkeeper
  • Accounts Receivable
  • Accounts Payable
Volunteer Responsibilities

- Duty of Diligence
  - Professionalism
  - High standards

- Duty of Loyalty
  - SRAI comes first when acting on society business

- Duty of Obedience
  - Follow the established policies and procedures
Volunteer Responsibilities

- Act in the best interest of the Society
- Avoid conflicts of interest
  - If an appearance of conflict, report for review
- Work with the team
- Be engaged
- Have fun!
Questions?