



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

At-Large Board Member Job Description and Qualifications

Role

At-Large Board Members have a legal obligation to exercise care, loyalty and obedience to ensure that:

- SRAI is governed in such a way that it fulfills its mission and purpose.
- The assets of the Society are conserved and protected through sound financial management.
- The Society operates in accordance with state and federal laws.

Minimum Qualifications

Individuals nominated for the office of At-Large Board Members must have the following minimum qualifications for consideration:

1. A member of the Society for the last five years.
2. Served on a committee or as an officer in the Society within the last five years.

Be able to devote the time required to fulfill the responsibilities of the position with no obligations to other volunteer organizations that would present a material conflict of interest. This includes preparing and participating in at minimum two virtual Board Meeting and the two in-person Board Meetings held at the Annual Conference.

Preferred Skills

At-Large Board Members should possess:

- Effective written and oral communication
- Ability to persuade and motivate others
- Familiarity with electronic systems, web-based platforms, and use of social media
- Commitment to engagement and inclusion ideals
- Dedicated team player and consensus builder
- Familiarity with current rules, regulations, and guidelines pertaining to research administration and management
- Ability to be self-aware and respect confidentiality

Responsibilities

At-Large Board Members will be responsible for the following:

1. Actively participates in the Annual Meeting, Business Meeting and all Board of Directors meetings, and other meetings/functions deemed necessary or appropriate, and thoughtfully and strategically engages in the discussions.
2. Demonstrates strong familiarity with and informs members about the Society's programs, bylaws, policies and procedures and strategic plan.
3. Makes serious commitment to participate actively in any assigned committee or task force work.

4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
5. Stays informed about Board matters, prepares for meetings by reviewing the agenda prior to the meeting and reviews and comments on minutes and reports.
6. Monitors financial performance of the organization by reviewing monthly financial statements, the annual budget, audit and 990 tax form.
7. Agrees to and follows SRAI's Code of Ethics and the Statement of Professional Responsibilities and Conduct.
8. Gets to know other Board Members and builds a collegial working relationship that contributes to consensus building.
9. Establishes and maintains a close working relationship with the Executive Director for continuity of goals, objectives and purposes of the Society.
10. Is an active participant in the Board's bi-annual self-evaluation and strategic planning efforts.
11. Participate in and financially support SRAI activities.