

Board Executive Committee

Overall goal of the volunteer opportunity:

(Includes President, Immediate Past President, President-elect, and Secretary/Treasurer.) With fellow DIA Board members, to establish the direction of DIA, setting overall strategy and policy objectives, reviewing the Executive Director's plans for achieving the Board's aims, overseeing and giving final approval to the DIA budget, and monitoring the sufficiency of the progress toward DIA's goals.

Key roles and responsibilities:

To attend all Board meetings and support the DIA Executive Board in all ways possible to further the mission and goals of the association. Specifically, to:

- Establishes agendas for Board Meetings and monthly teleconferences with input from the Board
- Assists, advises and acts as a sounding board for the Executive Director
- Sets goals for the coming year with the Executive Director, evaluates his/her performance at least yearly and gives feedback; all with input from the Board
- Determines the process for hiring and termination of the Executive Director position
- Oversees the activities of the Standing Committees of the Board
- Leads and coordinates the activities necessary to develop and update the Strategic Plan
- Works on special projects as assigned by the Board
- Respects the single voice authority of the Board

- *President:* see full description for President

- *President-elect:* Assists the President in all duties, and generally becomes acquainted with the duties of the President. The President-elect is a member of the Executive Committee and the Nominations Committee and is Chairperson of the Governance Committee. He/she serves a one-year term.

- *Immediate Past President:* Is a member of the Executive Committee and is Chairperson of the Nominations Committee. He/she serves a one-year term.

- *Secretary/Treasurer:* The Secretary-Treasurer shall ensure the recording of true minutes of all DIA Board meetings working with the DIA Associate Recorder and also ensure the recording of true minutes for the Board telecons and electronic meetings. Has the added responsibility of signing all legal documents, as needed, and reviewing the association finances quarterly, reporting to the Board. Is a member of the Executive Committee and is chairperson of the Finance Committee. He/she serves a three-year term.

Skills and abilities needed to succeed as a volunteer:

- Proven DIA leadership performance
- Volunteer contributor for at least 3 years. A member is considered a volunteer contributor by serving as a speaker or program committee member or a training course faculty member, member for the CME or CE Committee, member of the DIJ Editorial Board, author of an article in a DIA publication, a member of a SIAC Core Committee or a member of a regional Advisory Council
- Proven strategic thinking and business experience
- Ability to work productively with the DIA staff
- Ability to be a team player
- High integrity and professional conduct
- Experience in areas which can bring added value to the DIA Board:
 - Membership in other similar organizations
 - Senior management/ executive experience
 - International, multi-national, or global enterprise experience
- Understanding of time commitment. A candidate must have the time to devote to the activities required of a member of the BOD and support of employer, family, etc.

Volunteer Opportunity Descriptions

- The nominee must not be employed either full-time or part-time by a company that competes in any manner with DIA or is part of a corporation whose subsidiary(ies) competes with DIA. Any perceived or potential conflict of interest and plans to must be resolved prior to any nomination
- A member in good standing of DIA for at least 3 years.
- At least two members endorse the nomination (one of whom may be the proposed nominee)

Estimated time commitment and meeting format:

- Attendance at monthly Executive Board meetings.
- Attendance at face-to-face, two-day, quarterly Board meetings.
- Attendance at week-long Annual Meeting and multiple-day EuroMeeting.
- Estimated time commitment: 10 - 20 hours per month
- Busiest time period: Weeks leading up to a Board meeting.

Selection process:

Election by the DIA general membership.

Volunteer benefits:

- High-profile position within DIA and the industry, with an opportunity to affect DIA's path to success.
- Full description of volunteer benefits available upon request.

Board Member

Overall goal of the volunteer opportunity:

With fellow DIA Board members, set DIA's strategic direction, provide fiscal oversight, ensure necessary resources, enhance DIA's public standing and monitor and strengthen DIA's programs and services.

Key roles and responsibilities:

The DIA Board of Directors is responsible for:

- Establishing the direction of the Corporation
- Setting overall strategy and policy objectives for the Corporation
- Reviewing the Executive Directors plans for achieving the Boards aims
- Oversight and final approval of the Corporations budget
- Monitoring the sufficiency of the progress toward DIA's goals

Skills and abilities needed to succeed as a volunteer:

- Proven DIA leadership performance
- Volunteer contributor for at least 3 years. A member is considered a volunteer contributor by serving as a speaker or program committee member or a training course faculty member, member for the CME or CE Committee, member of the DIJ Editorial Board, author of an article in a DIA publication, a member of a SIAC Core Committee or a member of a regional Advisory Council
- Proven strategic thinking and business experience
- Ability to work productively with the DIA staff
- Ability to be a team player
- High integrity and professional conduct
- Experience in areas which can bring added value to the DIA Board:
 - Membership in other similar organizations
 - Senior management/ executive experience
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- Understanding of time commitment. A candidate must have the time to devote to the activities required of a member of the BOD and support of employer, family, etc.
- The nominee must not be employed either full-time or part-time by a company that competes in any manner with DIA or is part of a corporation whose subsidiary(ies) competes with DIA. Any perceived or potential conflict of interest and plans to must be resolved prior to any nomination
- A member in good standing of DIA for at least 3 years.
- At least two members endorse the nomination (one of whom may be the proposed nominee)

Estimated time commitment and meeting format:

- Attendance at face-to-face, two-day, quarterly Board meetings.
- Attendance at week-long Annual Meeting and multiple-day EuroMeeting.
- Estimated time commitment: 10 - 15 hours per month.
- Busiest time period: Weeks leading up to a Board meeting.

Selection process:

Non-officer directors are elected by the DIA general membership to a one-year term.

Volunteer benefits:

- High-profile position within DIA and the industry, with an opportunity to affect DIA's path to success.
- Full description of volunteer benefits available upon request.

Term limit:

Three years, renewable for an additional term.