

Board of Directors

Roles and Responsibilities

2025-2026

The ISOQOL Board of Directors will act in accordance with the ISOQOL Bylaws and the established policies. The responsibilities outlined in ISOQOL Bylaws Article VI (2009) state “the Board shall be responsible for directing the efforts of the Society toward the fulfillment of its purposes and for the control and oversight of all operations, including programs and services as well as the finances. The Board shall establish and maintain a Policies and Procedures manual which shall govern the internal organization, operations, and timetable of the Society.”

Scope of Work for All Board Members

- Understand and align with the organization’s mission and vision.
- Engage in discussions and decisions that shape the strategic direction of the organization.
- Assess, monitor, and enhance programs and services for members.
 - Allocate resources for programs and services.
 - Oversee the many volunteer groups supporting ISOQOL initiatives, reviewing reports and proposals from each group’s assigned Board Liaison to ensure alignment with ISOQOL’s mission, vision, and strategic plan.
 - Evaluate the effectiveness of volunteer groups, making modifications or dissolving them as necessary.
 - Monitor for any operational gaps, implementing new volunteer groups as needed.
- Advocate for the organization within the broader community.
- Support initiatives for membership recruitment and retention.
- Assist in identifying and recruiting new leaders; encourage member engagement and volunteering to enhance the organization’s impact on the industry.
- Serve as ambassadors, fostering positive relationships and representing organizational matters to external groups as requested.
- Evaluate and measure organizational performance.
- Remain informed about issues and trends affecting the organization and its members.
- Ensure the organization operates with legal and ethical integrity.
- Identify and proactively address potential risks to the organization.
- Aid in fundraising activities.
- Review and approve budgets, significant expenditures, and the annual audit.
- Address conflicts of interest and resolve disputes while adhering to fiduciary responsibilities.

Board Composition

The governing body of the Society consists of the President, President-elect or the immediate Past President, Secretary, Treasurer, Executive Director (non-voting), and nine Directors-at-Large. The

Board of Directors

Roles and Responsibilities

2025-2026

roles of Secretary and Treasurer may be combined and filled by one individual at the Board's discretion.

Directors-at-Large

Serving as a Director-at-Large entails a three-year commitment with varying time requirements depending on individual responsibilities. Nonetheless, all Directors-at-Large are expected to attend 4-6 live meetings annually. The minimum time commitment is approximately 2-4 hours per month. In addition, all Board Members are expected to attend in-person a two-day meeting in March, a one-day meeting in October, and the ISOQOL Annual Conference.

General Responsibilities

- Support the President and Executive Committee.
- Collaborate with the management staff.
- Attend all board meetings.
 - Prepare for meetings by reviewing the agenda and supporting documents.
 - Familiarize oneself with basic parliamentary procedures, bylaws, policies, Board functions, and effective meeting conduct.
 - Ensure meetings start and end on time.
- Participate in board training, orientation, and evaluation processes.
- Treat all information shared in meetings as ISOQOL intellectual property and confidential, including discussions.
- Ensure timely and effective communication with staff, committees, and members to enhance the overall functioning of the association.
- Participate in ad-hoc committees, Board working groups or task forces as assigned or requested by the President.

Responsibilities as Board Liaisons

Board members will be assigned as a Board Liaison to the leadership team of an ISOQOL volunteer group (committees, task forces, editorial board, etc.).

Responsibilities include:

- Representing ISOQOL's overall strategic interests during discussions within the volunteer group.
- Determining which decisions can be made at the volunteer group level and which require escalation to the Board.
- Representing their assigned volunteer group during Board meetings, including:

Board of Directors

Roles and Responsibilities

2025-2026

- Presenting and leading discussions related to the Committee Charter.
- Presenting and leading discussions regarding the Annual Activities Report.
- Presenting and leading discussions on proposals.
- Communicating feedback or directives from the Board to their assigned volunteer group.

Officers

Executive Committee

The Executive Committee acts on behalf of the Board of Directors between scheduled meetings, advising the President on the operations of the Society. It consists of all Board members in officer positions and the Executive Director (non-voting). The Executive Committee also serves as the Audit Committee, reviewing the year-end audit report and tax filings.

The Executive Committee meets 2-3 hours per month between Board Meetings.

President

The President's role is a four-year commitment, which includes a one-year term as President-elect, a two-year term as President, and a one-year term as Past President. Terms are staggered so there is always a President in office and either a President-elect or a Past President, but not both.

President-Elect

The time commitment for the President-elect is approximately 6-8 hours per month. In addition, all Board Members are expected to attend in-person a two-day meeting in March, a one-day meeting in October, and the ISOQOL Annual Conference.

Responsibilities include:

- Serving on the Executive Committee and participating in monthly calls.
- Acting in the President's absence.
- Performing tasks as designated by the President.
- Chairing the Nominations Committee.

President

The time commitment for the President is approximately 10-12 hours per month. In addition, all Board Members are expected to attend in-person a two-day meeting in March, a one-day meeting in October, and the ISOQOL Annual Conference.

Board of Directors

Roles and Responsibilities

2025-2026

Responsibilities include:

- Meeting weekly with the Executive Director.
- Presiding over all Board of Director meetings, Executive Committee meetings and the Annual Membership Business meeting.
- Signing legal documents for the Society (deeds, bonds, contracts, etc.) in conjunction with relevant parties.
- Acting as the official spokesperson for the association.
- Assigning Board Liaisons to volunteer groups.

Past President

The time commitment for the immediate Past President is approximately 6-8 hours per month. In addition, all Board Members are expected to attend in-person a two-day meeting in March, a one-day meeting in October, and the ISOQOL Annual Conference.

Responsibilities include:

- Serving on the Executive Committee and participating in monthly calls.
- Acting in the President's absence.
- Performing tasks as designated by the President.
- Chairing the Nominations Committee.

Advisory Council of Past Presidents

All living past presidents of ISOQOL automatically become members of the Advisory Council of Past Presidents (ACPP). The ACPP serves as a resource to the President, Executive Committee, and Board of Directors, providing institutional memory and insights based on their experience. ACPP members may also be asked to represent various initiatives when historical perspective is necessary.

Secretary-Treasurer

The Treasurer's role involves a three-year commitment, with a time requirement of approximately 6-8 hours per month. In addition, all Board Members are expected to attend in-person a two-day meeting in March, a one-day meeting in October, and the ISOQOL Annual Conference.

Responsibilities include:

- Overseeing the custody of all organizational records.
- Monitoring the accuracy and timely distribution of meeting minutes.

Board of Directors

Roles and Responsibilities

2025-2026

- Overseeing the custody of all organizational funds.
- Collaborating with staff to create an annual budget for Board approval.
- Reviewing and approving expenditures over \$5,000.
- Performing duties as assigned by the President.
- Chairing the Fundraising Committee.

Nominations Committee

The Nominations Committee plays a key role in identifying potential candidates for Director-at-Large positions and the officer roles of President-elect and Secretary-Treasurer. The committee presents a slate of candidates to the Executive Committee for approval, which is then sent to the membership for a vote.

The committee is composed of three Board members, and the chair position is held by either the President-elect or the Past President.