

## **IVSA Board Members – Statement of Expectations and Responsibilities**

### **Rev. 15 Sept 2020**

As a Board, we have drafted this document as a way to provide more transparency in matters of IVSA governance. We view it as a dynamic, ongoing guideline, one that will change as the times change and as the organization matures and grows. At the current time, this is our consensus view on the roles, expectations, and responsibilities of IVSA Board Members.

### **The Role of the Board**

The IVSA Board's principal responsibilities include the following:

- Establish the mission, goals and policies of the organization, what we should accomplish and how we should conduct ourselves in the process.
- Develop a long-range plan for the organization; define our strategy and a time frame for achievement of our goals.
- Ensure the long term financial stability and strength of the organization, develop and maintain sources of income to provide for the continuing operation of the organization.
- Ensure the long term organizational stability and strength of the organization, bring into the organization individuals with the necessary abilities to lead and manage the organization in the future.
- Maintain the integrity, independence and ideals of the organization; do not allow individuals or organizations to compromise these principles.
- Exercise management oversight of the officers of the board and the operations, approve annual budgets, review operating and financial results, audit for compliance with internal policies and external requirements, review performance against goals.

Being a Board Member is a privilege entrusted by the IVSA membership. The Board is responsible for faithfully pursuing the realization of the organization's mission and for effectively representing our members' interests.

### **Board Member Roles**

As Board Members, we commit ourselves to a care of duty in the stewardship of IVSA. We aim to prioritize the wellbeing of the organization in the course of leading our professional lives. We further expect that when acting on behalf of the IVSA, Board Members will put the interests of the organisation before personal and professional interests.

The IVSA Board is comprised of nine general board member positions, three officer positions, and three "specialty" positions.

All board members are expected to perform the following duties in our collective stewardship of IVSA:

- Actively support and promote the IVSA's mission, vision and values.
- Actively support the IVSA's commitment towards promoting equity and diversity throughout all aspects of the organisation and its work.
- Participate in the Finance Oversight Committee.
- Attend and contribute to the annual board meeting.
- Attend and contribute to the annual general meeting of IVSA membership.
- Attend and contribute to the IVSA's annual conference.
- Actively communicate with, and represent the needs of, the IVSA's membership.
- Compose one 'What's Up with the IVSA' (WUWI) email communication to all members per calendar year.
- Join and serve actively on at least three IVSA committees.
- Join relevant Slack Committee Channels and turn Slack notifications ON (or check Slack every week).  
Participate as a reviewer for at least 2 articles per year for *Visual Studies*
- Participate in the effort to review abstracts submitted to the annual conference.

We recognise that there are times when some of these roles/expectations are unable to be met for a defined period due to ill-health, personal matters, or professional commitments. In these circumstances Board Members should communicate their reduced availability to the President and to any committees they are serving on.

If a committee loses an active member, other board members should be invited to take their place. If any Board Member does not attempt to fulfill these expectations over a 12-month period, without communicating their reasons as outlined above, a warning may be issued by the President.

Members of the Board tend to work very well together and hope that all members have fun, check in on, love and be kind to each other!

### **The Executive Board**

In addition to the general board member responsibilities outlined above, the officers (executive and specialty position holders) each have their own unique expectations.

#### President

The president is the executive officer of the organization and in this capacity shall perform the following functions:

- Coordinate and facilitate all quarterly board meetings.
- Organize and preside over the annual general meeting (AGM) of the organization's membership.
- Coordinate the annual meeting of the Board of Directors.
- Serve as chair of the executive committee.

- Serve as an ex-officio member of all other committees.
- Be a primary spokesperson for the organization.
- Serve as the point of contact for the organization's general membership.
- Lead the board in the performance of its responsibilities.
- Supervise any staff members and contractors and serve as liaison between them and the board.
- Lead or participate in short- and long-term planning for the organization, including the development of programmatic initiatives and fiscal endeavors..
- Oversee the raising of funds for the organization.
- Serve as the organization's primary signature authority on all legal documents.
- Ensure the organization's compliance with federal and state laws as well as international codes of conduct and frameworks.
- Perform such duties as directed by the bylaws and the board.

### Vice President

The vice president is the operations officer of the organization and in this capacity shall perform the following functions:

- Carry out tasks and hold responsibilities as delegated to the vice president by the president.
- Perform the duties of the president when the president is unable to perform them.

### Treasurer

The treasurer is the financial officer of the organization and in this capacity shall perform the following functions:

- Carry out tasks delegated to the treasurer by the president or the Financial Oversight Committee.
- Maintain a sound working relationship with the organization's business manager or business management service.
- Ensure compliance with Generally Accepted Accounting Practices (GAAP) and all state and federal tax laws.
- Safeguard the assets of the organization.
- Maintain control over the receipt and disbursement of the organization's funds.
- Report regularly, or as needed, to the Financial Oversight Committee.
- Prepare quarterly fiscal reports for review by the organization's general membership.
- Prepare detailed annual fiscal reports for presentation to general membership at the annual general meeting.
- Oversee the preparation of the annual budget.
- Administer payments to staff and contractors.