



IFDH Board Member Responsibilities & Time Commitments

PRESIDENT

Travel

- 3-4 trips per year for Conferences and Board Meetings (travel time varies, depending on location and where President resides)

Weekly Time Commitment

- At least 2 hours per day)

Duties

- Board skype meetings, usually 3 hours, 4 times per year:
 - o Work with Executive Director to establish meeting Agenda
 - o Chairs the meeting
- Board face to face meetings: at least once per year:
 - o Attends
 - o Works with Executive Director to establish meeting Agenda
 - o Chairs the meeting
- Answer emails from members, office and other organizations
- Contacts sponsors as needed
- Develop and review IFDH documents:
 - o Board meeting Minutes, Sponsor packages, guidelines, develop content/speakers for SR conference, etc.
 - o Review and approve Payables Listing monthly with Treasurer, as provided by the IFDH office
 - o Review emails and reports forwarded by IFDH office
- Responding to requests for IFDH/President comments, statements, interviews, videos, conference attendance
- Stay in touch with Chairs of all IFDH Committees

Required Skills

- English language fluency for both oral and written communication
- Desire to improve and advance the profession
- Networking
- Diplomacy
- Ability to create PowerPoint presentations for professional meetings on a variety of topics (not just about IFDH), as the President is often asked to give courses on other topics

President-Elect

Travel

- 1-3 trips per year for Conferences and Board Meetings (travel time varies, depending on location and where President-Elect resides)

Weekly Time Commitment

- at least 1 hour per day

Duties

- Carries out the presidential duties, in her or his absence

- Assumes the office of President upon completion of her or his term of office or, in the case that the President is unable to complete her or his term
- Attends Board skype meetings, usually 3 hours, 4 times per year:
- Attends Board face to face meetings at least once per year
- Respond to several emails from members, office and other organizations
- Contacts sponsors as needed
- Develop and review IFDH documents:
 - o Board meeting Minutes, Sponsor packages, guidelines, develop content/speakers for SR conference, etc.
 - o Review emails and reports forwarded by IFDH office
- Responding to requests for IFDH President-elect comments/statements, interviews, videos, conference attendance
- Stay in touch with Chair of IFDH - E&R Committee
- Liaison for the ISDH Scientific Committee
- Represents the President as required
- Chairs the Nomination Committee

Required Skills

- English language fluency for both oral and written communication
- Desire to improve and advance the profession
- Networking
- Diplomacy

Vice President

Travel

- 2-3 trips per year for Conferences and Board Meetings

Weekly Time Commitment

- At least 2-6 hours per week

Duties

- Attend Board skype meetings, usually 3 hours, 4 times per year
- Attend Board face to face meetings at least once per year
- In preparation for meetings, review minutes, financial statements, membership reports, and other documents
- Answer email queries when pertinent
- Act as Board Liaison to several committees
- Regular duties of a board member
- Attend international meetings as required, with IFDH booth
- Serves as the Board Liaison with one or more IFDH standing committees
- Updates the Bylaws and Procedures Manual following each triennial HOD Business Meeting

Required Skills

- English language fluency for both oral and written communication
- Desire to improve and advance the profession
- Networking
- Diplomacy

Secretary

Travel

- 2-3 trips per year for Conferences and Board Meetings (travel time varies, depending on location and where Secretary resides)

Weekly Time Commitment

- at least 1-2 hours per week (this varies)

Duties

- Board skype meetings, usually 3 hours, 4 times per year:
 - o Work with Executive Director to add to the agenda
 - o Add outstanding action points
 - o Prepare all previous minutes for approval and signatures
 - o Take the minutes of the meeting
- Board face to face meetings: at least once per year:
 - o Attend
 - o Take minutes
 - o Prepare previous minutes for approval and signatures
- Answer emails queries when pertinent
- Stay in touch with Chairs of IFDH Committee
- Regular duties of a board member

Required Skills

- English language fluency for both oral and written communication
- Desire to improve and advance the profession
- Networking
- Diplomacy

Treasurer

Travel

- 2-3 trips per year for Conferences and Board Meetings (travel time varies, depending on location and where Secretary resides)

Weekly Time Commitment

- at least 1-2 hours per week, this varies)

Duties

- Attends Board skype meetings, usually 3 hours, 4 times per year
- Attend Board face to face meetings: at least once per year
- Work with Executive Director to:
 - o Prepare annual budget for the following fiscal period for approval by the House of Delegates
 - o Review monthly Financial Statements as prepared by staff and present to board at meetings and conference calls
 - o Review and approve with the President the monthly list of Payables as prepared by staff and any financial transactions as provided by staff, while monitoring all expenditures to ensure the spending remains within the allocated budget
 - o Confirm selection of an auditor and:
 - Reviews annual review
 - Reviews annual US non profit tax form submission
- Monitors the Federation's bank accounts, to be kept in US dollars by staff
- Answer email queries when pertinent
- Collaborate with the President to solicit sponsors
- Act as Board Liaison to IFDH Membership Committee
- Promote membership (individual and country)
- Regular duties of a board member
- Attend international meetings as required, with IFDH booth

Required Skills

- English language fluency for both oral and written communication
- Desire to improve and advance the profession
- An understanding of financial statements
- Networking
- Diplomacy