



ispd

International Society for Prenatal Diagnosis

Position Description 06.00

DIRECTOR

All members of the Board are governed by this Position Description. Officers have an additional position description for which they are also accountable.

QUALIFICATIONS

1. ISPD voting member in good standing
2. Involvement in prenatal diagnosis and therapy consistent with the Mission of ISPD
3. Ability to effectively articulate the mission, activities and priorities of ISPD
4. Demonstrated commitment to the mission of ISPD
5. Ability to work collaboratively on the Board of Directors
6. Previous leadership within ISPD or other organizations of similar scope preferred

RESPONSIBILITIES

1. Promote the mission and views of ISPD through effective communication, dialogue and deliberation with members of the Board, ISPD members, external groups and the public
2. Visibly promote the ethical decision-making practices of the society by conducting self in a professional and ethical manner
3. Facilitate ISPD cultural competence, creating opportunities for recruitment and retention of an international membership
4. Coordinate and promote the exchange of scientific information through conferences, symposia, workshops, publications and/or other means consistent with the mission of ISPD
5. Exercise fiduciary responsibility, actively participating in budget development, review, and evaluation of expenditures, revenue and investments
6. Review all materials prepared for Board discussion prior to meetings and teleconferences, and attend/participate in meetings duly called, including the following:
 - a. Quarterly teleconferences
 - b. One scheduled, face-to-face Board meeting at each ISPD conference
 - c. Other meetings as may be duly called in accordance with the Bylaws
7. Establish and monitor administrative policies and procedures
8. Review qualifications and elect members to the Society
9. Be willing to serve as Board Liaison to at least one Special Interest Group and/or serve on a Committee
10. Be willing to participate actively on the Program Committee
11. Perform special assignments at request of President, Board or Executive Director as they arise (e.g., researching and/or evaluating topics of organizational importance to the Society)
12. Fund or obtain funds to pay their own travel to face-to-face meetings

MINIMUM TIME COMMITMENT:

- 4 hours per quarter to prepare for and participate in Board of Directors teleconferences
- 1 hour as needed to prepare for and participate in SIG/Standing Committee teleconferences
- 1 hour per month for fundraising and personal communications to support ISPD
- 5 days plus travel to attend the International Conference, including participation in a meeting of the Board of Directors and other peripheral meetings and conference activities
- Additional time for special projects as required

Adopted by the ISPD Board of Directors

Date: 11 April 2017