

## POSITION

### ***President-Elect***

The President-Elect partners with the President and Executive Director/CEO (ED/CEO) to lead the organization and carry out the high priority elements of the strategic plan. The President-Elect chairs the AGU Council and Council Leadership Team (CLT), serves Vice Chair of the AGU Board, serves as Vice Chair of the Development Board, and presides over other meetings/events as required.

The President-Elect's primary role is to provide leadership to the AGU Council and to ensure leadership continuity for the organization by acclimating to the presidential responsibilities ahead. (S)he needs to maintain knowledge of AGU as a whole and develop working relationships across the organization. An emphasis of this role is engaging members more fully in AGU. Open-mindedness, honesty and clear, straightforward communication skills are critical to this job.

## TERM

- 2 years as President-Elect
- 2 years as President
- 2 years as Past President

## PARTICIPATION & TIME COMMITMENT

### ***Partnership with President and Executive Director/CEO***

### ***Leadership of Council meetings and Council Leadership Team (CLT) meetings***

- The Council is required to meet face-to-face 1 time each year in conjunction with the Fall Meeting (1 day)
- The CLT currently holds a monthly call for 1hr
- Since 2012, the Council is has been meeting virtually 4 times a year (mid-March, mid-June, early September, and mid-November) for 2hrs
- However, we are experimenting with a new meeting model in 2014 so we anticipate a different meeting structure/schedule in 2015-2016

### ***Participation in AGU Board as Vice Chair***

- The Board meets face-to-face at least 3 times each year:
  - April (2 days) usually in DC
  - September (2 days) usually in DC
  - December (1 day) in conjunction with the Fall Meeting (San Francisco)
- The Executive Committee meets as required, usually via conference call or webinar
  - ED/CEO performance (2 calls in the summer)
  - Annual budget review with staff directors (1 webinar in November)

### ***Participation in Board orientation***

### ***Participation in Development Board as Vice Chair***

- The Development Board meeting face-to-face 2 times each year (spring and fall) for 1.5 days in DC

***Representation of AGU to the members, key stakeholders and policy makers***

***Official duties at Fall Meeting are numerous and require most of your time***

***Participation in other meetings/events***

There is no typical week. Weeks including meetings and travel require significant engagement, while other weeks might require responses to emails, etc.

The AGU President-Elect needs to be available on a continual basis. The President-Elect must be responsive to fast breaking events that sometimes require immediate attention.

MAJOR RESPONSIBILITIES (in addition to Board member responsibilities)

***Lead the Council in setting overall scientific direction of AGU***

- Stay informed about the organization's mission, services, policies and programs.
- Provide leadership to the Council, encouraging the Council's broader membership role in scientific affairs of the Union.
- Build a working culture, respecting contributions of Council members, putting organizational needs over personal rewards and seeing the big picture in which AGU operates.
- Set Council/CLT agendas in partnership with Science Director with collaboration of Assistant Director of Governance.
- Chair Council/CLT meetings.
- Develop framing memos for Council meetings in partnership with Science Director.
- Assign Council members as appropriate to analyze, gather data, lead Council agenda item discussions.
- Communicate results/directions of Council/CLT meetings to Board, members, volunteer leaders and external stakeholders.

***Serve as Vice Chair of AGU Board***

- Assist in setting Board agendas as needed.
- Chair Board meetings in absence of President.
- Attend Board and executive committee meetings.
- Provide input to Board, Council and committees on promising initiatives consistent with strategic plan.

***Serve as Vice Chair of Development Board***

- Assist in setting Board agendas as needed.
- Chair Board meetings in absence of development Board chair.
- Attend Board meetings.
- Be willing to assist with fundraising as needed and as legally permitted.

### ***Member engagement***

- Appoint Council work groups as needed.
- Participate in honors and recognition event at Fall Meeting.
- Serve as conduit for receiving suggestions and issues from the membership and taking action to have issues /suggestions responded to.

### ***Coordination/Facilitation***

- Advise and support ED/CEO as needed.
- Participate in regular (weekly calls) with President and Executive Director/CEO.
- Be available by phone, email to consult with Executive Director/CEO and President as needed.

### ***Serve as AGU spokesperson***

- Be willing to speak at meetings; respond to media calls as needed.
- Edit and author op-eds, letters to editor as needed.

### ***Represent AGU to the members, key stakeholders and policy makers***

- Attend leadership meetings with other societies.
- Participate in congressional and executive branch meetings as needed.
- Participate in partnership meetings as needed.

## RELATED DOCUMENTS

### ***Board Code of Conduct***

This code describes the conduct of individual Board members and the Board as a whole.

The Board code of conduct is posted on the AGU website under Leadership:

<http://sites.agu.org/leadership/bod/code-of-conduct/>

### ***Leadership Criteria***

The criteria are stewardship, intellectual engagement, strategic thinking, team player, communication skills, and ethical integrity and transparency.

The criteria are posted on the AGU website under Leadership:

<http://sites.agu.org/leadership/files/2013/02/Leadership-Criteria-for-Board-Members.pdf>

### ***Conflict of Interest policy and process***

Each Board member signs a conflict of interest (COI) form annually.

The COI policy is posted on the AGU website under Leadership:

<http://sites.agu.org/leadership/conflict-of-interest-govdocs/>

### ***AGU Bylaws***

The bylaws outline the high-level responsibilities of the Board, the Executive Committee, and officer positions.

The AGU Bylaws are posted on the AGU website under Leadership:

<http://sites.agu.org/leadership/agu-bylaws-govdocs/>

### ***Strategic Plan***

The strategic plan outlines the mission, core values, and envisioned future of AGU. The strategic goals and objectives set the direction of the Union.

The complete strategic plan, as well as a visual of the priority objectives, is posted on the AGU website under Leadership: <http://sites.agu.org/leadership/strategic-plan/>

### ***2015-2016 Meeting Dates***

The dates are set in conjunction with the AGU President later this year.

### ***Additional Information***

If desired, more information is located on the Leadership pages of the AGU website, including a list of the current Board members.

Link to the Leadership pages on the AGU website: <http://sites.agu.org/leadership/>