

POSITION

Board Member

Responsible in partnership with the other Board members and staff for helping to shape and lead AGU and geophysical sciences through updating, guiding and overseeing the strategic plan and by performing fiduciary, strategic and policy responsibilities.

TERM

2 years (can be reelected or reappointed for up to 3 consecutive terms)

PARTICIPATION & TIME COMMITMENT

Attendance at, and participation in, Board meetings

- 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)
- In addition to travel, full participation requires reading background material in advance and assisting with preparing agenda items as requested
- The Board may meet via phone or webinar as needed (perhaps 2-3 calls per year)

Participation in Board orientation

Participation in Board discussions as they arise

Participation in committees and/or work groups (could be about 5 days each year)

Attendance at the December Council Meeting (1 day; San Francisco)

The time commitment can vary widely from week to week. Weeks including meetings and travel require significant engagement, while other weeks might require responses to an email or an online discussion. This job requires a level of awareness of and responsiveness to ongoing Board work.

MAJOR RESPONSIBILITIES

Set Direction

- Establish the vision, mission and strategic plan of AGU.
- Partner with the Governance Committee to fulfill AGU's commitment to exceptional governance.
- Articulate, safeguard, model, and promote AGU's core values and principles.
- Maintain awareness of emerging issues that could impact the science and AGU.
- Act in the best interests of the organization, not for any particular constituency or discipline.
- Delegate authority for organizational and staff management to the Executive Director/CEO.

Provide Oversight and Ensure Resources

- Be knowledgeable about the bylaws, policies, strategic plan, and governance responsibilities of the AGU Board.
- Establish financial policies and ensure accountability.
- Ensure resource allocation is aligned with the AGU strategic plan.
- Ensure compliance with applicable laws and ethical standards.
- Monitor performance of AGU relative to established plans, goals and budgets.
- Receive an annual audit of AGU by an independent auditor.
- Approve an annual budget and review performance of the annual operating plan and budget.
- Consider issues of capacity (financial and human resources) and strategic position when making decisions.
- Hire, support and evaluate the Executive Director/CEO.
- Make recommendations to the AGU Council as needed to amend the bylaws.

Build relationships internally and externally

- Champion AGU and Earth and space sciences to all constituents and publics.
- Serve as liaison to an AGU committee.
- Encourage others to get involved in volunteering at AGU.
- Utilize staff expertise.
- Get to know other Board members and key staff.

Prepare and Participate

- Prepare for, attend and actively participate in all Board of Directors meetings.
- Understand and apply the provisions of fiduciary responsibility, the bylaws and other policies.
- Abide by the code of conduct.
- Function at a strategic, not tactical, level.
- Participate in periodic evaluation of the Board's performance and contribute to ongoing improvement of AGU governance.
- Support ongoing science, outreach and development activities of the Union.
- Be cognizant that the authority rests with the Board as a collective body, not to any one individual Board member.
- Follow the conflict of interest policy and disclose any potential conflicts of interests.
- Participate in Board orientation and be knowledgeable about effective governance.

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/>