

POSITION

International Secretary

The International Secretary plays an important role in ensuring that all members are well served regardless of geographic constraints. (S)he provides advice and information to the board, council, committees and staff on international membership and national/international societies. The International Secretary works to develop partnerships and relationships with other societies and helps identify international issues of strategic importance to AGU.

The International Secretary is an AGU officer position. The International Secretary serves on the board and Executive Committee, and chairs the Committee on International Participation.

TERM

- 2 years with option to be renewed

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
- The Executive Committee meets as required, usually via conference call or webinar
 - ED/CEO performance (2 calls)
 - Annual budget review with staff directors (1 webinar in November)

Participation in board orientation

Participation in board discussions as they arise

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

Leadership of Committee on International Participation

- The CIP meets in conjunction with the Fall Meeting

Participation in committees or work groups as assigned

The time commitment can vary widely from week to week the average. 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 and board goals related to international collaboration and engagement.

MAJOR RESPONSIBILITIES (in addition to board member responsibilities)

Serve on the AGU board and Executive Committee

- Understand the organization and the strategic plan.
- Provide a non-US perspective.
- Participate in annual compensation review of Executive Director/CEO as member of Executive Committee.

Lead the Committee on International Participation

- Partner with staff to establish agenda for meetings and to identify international issues of strategic importance.
- Provide advice to other committees on international activities and involvement of international members.

Member engagement

- Assist section and focus group leaders with international aspects of their programs.
- Help facilitate AGU membership to under-represented countries.
- Champion participation of international members in AGU activities, committees, and programs, including volunteering.
- Promote activities and programs to encourage participation of non US students and early career scientists, including those from less-developed countries.
- Encourage distribution of AGU offerings to those institutions and individuals outside US who do not have access.

Represent AGU to the members, key stakeholders and policy makers

- Promote and develop collaboration and partnerships with other non US societies in joint activities.
- Ensure effective participation of AGU in international programs.
- Represent AGU leadership at international meetings.
- Plan and host a lunch for international leaders at Fall Meeting.

RELATED DOCUMENTS

Board Code of Conduct

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

Leadership Criteria

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

Conflict of Interest policy and process

Each board member signs a conflict of interest form annually.

AGU Bylaws

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

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.

2013-2014 Meeting Dates

A calendar of important dates is attached. It includes Board meeting dates and dates of AGU meetings and other scientific organizations. Executive Committee dates are set on an as needed basis.