



Board member roles & responsibilities

12-2020

Term

Three-year term effective on date of General Assembly meeting at which nomination is approved. Term may be renewed twice (for a total of 9 consecutive years).

Responsibilities

The Bylaws state: "Board Members shall be committed to attend all Board meetings and complete Board meeting action items within the timeframe agreed upon. Each shall provide leadership to enhance and develop the work of ISA within their area of expertise." Specific responsibilities include:

- **Attend all board meetings.** One-hour virtual meetings are held monthly except during the month of the annual ISA conference. We hold one in-person meeting each year during the conference. This is usually a half-day event. When making travel plans to attend a conference, it is important to arrive early enough to attend this meeting. We do all we can to schedule meetings at times that are workable for all board members, but given that we are all in different time zones, board members may be asked to attend a meeting early or late in the day. We do not expect attendance at meetings that start after 10 pm or before 6 am. We understand that it is sometimes necessary to miss a meeting; however, any board member who misses more than three board meetings within a year (dating from their appointment) will be asked to reconsider their commitment and may be asked to resign from the board.
- **Attend all conferences.** ISA holds an annual conference that usually lasts 2-3 days, with 2-3 additional days beforehand usually taken up with related workshops and meetings. The conference has been in locations as far-flung as Norway, Australia, South Africa, Antigua, and Vietnam. We expect that board members with sufficient personal means or who are affiliated with organizations that have the financial means to pay for their conference attendance will make every effort to cover all their own costs for conference attendance. However, recognizing that some board members will find it either impossible or a hardship to fund conference attendance, we provide financial assistance for transportation and lodging for these individuals on a case-by-case basis (we still ask that all board members cover all additional costs, including food and incidentals), making every effort to ensure that board members' demonstrated funding needs for conference attendance are met, although this is limited by our budget each year. We understand that it is sometimes necessary to miss a conference; however, any board member who is unable to attend the ISA conference for more than two consecutive years will be asked to reconsider their commitment, and may be asked to resign from the board.
- **Be prompt in all board business.** Many of our board discussions and decisions occur via email rather than during board meetings. Board members are requested to respond promptly, ideally within 24 hours, to ISA-related communications, and to undertake board business in a timely way.
- **Be an ISA member in good standing.** Board members' ISA registration and dues (if not waived) should always be up to date.
- **Act ethically.** Of course, in undertaking board business, board members must adhere to local laws, always act ethically, adhere to ISA's Bylaws, and act in alignment with our mission. Board members must also disclose all potential or actual conflicts of interest upon request.



Roles

Due to our all-volunteer nature, ISA board members need to put in more time and effort than the typical board member at a staffed non-profit organization. All ISA board members must take a leadership role in at least one activity within our current strategic plan. The specific role will depend on board needs at the time as well as on individual expertise, interest and time. Roles can include co-chairing one of our working groups or taking another position within a working group, filling a specific board role such as treasurer or secretary, or working on membership, the newsletter, the website, fundraising, social media, or other tasks. New board members are expected to take on a leadership role within six months of joining ISA, and board members who are unable to do this will be asked to reconsider their commitment, and may be asked to resign from the board.

Time commitment

ISA board membership requires a minimum commitment of 2 hours per month, including 1 hour for the monthly board call and approximately 1 additional hour for board-related business such as reviewing documents, responding to emails, and working on activities related to the board member's additional role(s). During the month of the annual conference, the time commitment is typically about 5 full days, including travel to and from the conference, attendance at the conference, and attendance at in-person ISA board and working group meetings. Board members who take leadership roles in ISA's working groups or join ISA's leadership team (chair, vice-chair, treasurer, secretary) will have significantly greater time commitments than this.

Termination

ISA reserves the right to terminate the membership of any board member found to be acting unethically or illegally, or who is otherwise not fulfilling the above-named responsibilities.

For more information about board membership roles and responsibilities, please contact info@stillbirthalliance.org. Thank you for your interest!