

Job Description
Board Member
ISPN Foundation Board of Directors

The Board Member is elected by other Board Members, following an application process that includes membership in good standing in ISPN. The purpose of the Board Member is to manage the business affairs and fulfill the purpose of the Foundation.

The term of office is three years and they may be appointed for a second 3 year term. As nearly as possible an equal number of terms shall expire each year so the terms are staggered.

Duties as specified in the By-laws, the Board Member shall:

1. Attend at least 80% of the meetings of the Foundation. If unable to attend, notifies the Foundation President and communicates regarding any projects in progress.
2. Mentor new Board Members as needed; each new Board member is assigned a current board member as Mentor.
3. Work with other Board members to “grow” the Foundation to provide research and scholarships for qualified members and support the purpose of ISPN (Article II A.) and to make a personal financial contribution per year to the ISPN Foundation.
4. With other Board members, request and accept donations and gifts from members and friends of the organization; administer and fulfill the purpose for which the gifts are given, along with any income from the donations, to support the mission of ISPN.
5. Contribute to the agenda for Board meetings via discussion with, or email to, the Foundation President and actively participate in work or task groups, to accomplish the work of the Foundation.
6. Participate in meetings utilizing parliamentary procedure.
7. Perform such other duties as requested by the President, or such as may be properly required.
8. Attend the Annual ISPN Conference and participate at Foundation events (fund raisers and board meetings) during the conference.