**POSITION: Director**

**Directors support the work of ISPOR and provide mission-based leadership and strategic governance. Directors, voting member of the Board, serve three year teams commencing on July 1.**

**RESPONSIBILITIES**:

* Partners with the President, Chief Executive Officer, and other Board members in achieving the Society’s mission.
* Communicates and promotes ISPOR’s mission, vision, values, programs and resources.
* Actively participates in Board discussion at virtual and in-person meetings.
* Represents ISPOR to members and other stakeholders at ISPOR Meetings/Congresses/Conferences; acting as an ambassador for the organization.
* Approves ISPOR’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
* Serves on committees or task forces and takes on special assignments.
* Assists in the recruitment of volunteers, members, Committees and working groups.
* Performs other responsibilities assigned by the President.

**Meetings** The Board meets throughout the year either face-to-face or virtually following the schedule that follows. Additional Board meetings may be scheduled as needed to address issues impacting the Society.

#### April: Board members are elected. New Board members are introduced to the membership at the N.A. Meeting and invited to attend the May meeting, held prior to the N.A. Meeting.

#### May/June: Committee chairs are appointed.

#### July 1: New Board convenes.

#### July: New Board meets in-person or virtually.

#### October/November: The Board meets prior to or after the European Meeting.

* November/December: The Board meets to discuss and approve the next year’s business plan and budget.

#### January: The Board meets virtually.

#### March: The Board meets virtually.

#### May: The Board meets prior to the N.A. Meeting.