



POSITION: President

The President is Chair of the Board of Directors and the Chief Volunteer Officer of the Society. The term of office is one year commencing on July 1. The President serves one year as President-Elect prior to serving as President and one year as Immediate Past President.

To qualify for consideration as President, previous recent Board service or significant ISPOR leadership experience (chairing a Task Force, Consortia, or Council) within the last 7 years is required.

RESPONSIBILITIES:

- Partners with the Board and the Chief Executive in achieving the Society's mission.
- Provides leadership to the Board of Directors, who set policy and to whom the Chief Executive is accountable.
- Presides over all Board meetings and Executive Committee meetings.
- Presides over the General Business Meeting and delivers a report to the membership.
- Works with Chief Executive to develop agendas for Board, Executive Committee and General Business Meetings.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Appoints Committee Chairs and project team leaders with Board approval.
 - Appointments include:
 - Annual International Conference Committee Co-Chairs (appoints as President-elect)
 - Europe Conference Co-Chairs (appoints as President-Elect)
 - Awards Council Chair
 - Educational Council Chair
 - Audit Committee Chair and one other member from the Board
 - Finance Committee one member-at-large
- May assign Board members to be liaisons to Committees/teams as determined.
- Represents ISPOR at the Annual International Conference, European Conference and regional conferences, providing welcome address.
- Authors President's message for *Value & Outcomes Spotlight*.
- Mentors and facilitates transition of President-Elect to President.
- Consults with Past-President as needed.
- Formally evaluates the performance of the Chief Executive with the Executive Committee and Board and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.
- Makes recommendations to the Nominations Committee for future Board members.
- Serves as the Chair of the Nominations Committee as Immediate Past President once removed.



POSITION: Treasurer

The Treasurer serves as an officer on the Board and Executive Committee member. The term of office is three years commencing on July 1. An individual may serve no more than two terms. The Treasurer is appointed by the Board of Directors.

RESPONSIBILITIES:

- Serves as a member of the Executive Committee of the Board of Directors.
- Chairs the Finance Committee.
- Provides overall transaction oversight of the organization's funds, outstanding debt, and cash flow.
- Along with the Finance Committee, CEO, and Director of Finance is responsible for the development of the annual budget.
- With the CEO and Director of Finance, ensures accurate and timely financial statements.
- Presents quarterly financial reports to the Board with ISPOR staff as appropriate.
- Keeps the Board regularly informed of key financial events, trends, concerns, and assessments of fiscal health and risk.
- With the Director of Finance, assists the Board in understanding the Society's financial affairs.
- Works with the President and CEO to presents a financial report to the ISPOR membership at the Annual Business Meeting.

QUALIFICATIONS:

- Must be an ISPOR member, with service in an ISPOR leadership role, preferably with previous ISPOR Board and/or Finance Committee service.
- Knowledge of financial accounting and reporting requirements for nonprofit organizations.
- Experience in a financial oversight role required, nonprofit board experience in a Treasurer or other financial role highly desirable.

Meetings:

The Finance Committee meets four times a year through virtual meetings.

The Executive Committee meets approximately 4 times a year.

The Board meets throughout the year either face-to-face or virtually at scheduled meetings. Additional Board meetings may be scheduled as needed to address issues impacting the Society.



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 terms commencing on July 1.

RESPONSIBILITIES:

- Partners with the Chief Executive, President, 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 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 work groups and takes on special assignments.
- Makes recommendations to the Nominations Committee for future Board members.
- Assists in the recruitment of volunteers, members, Board members, Committees and working groups.
- Performs other responsibilities assigned by the President.

QUALIFICATIONS:

- Must be an ISPOR member, with service in an ISPOR volunteer and/or leadership role. Student members do not qualify.
- Require candidates to have an understanding of the current Strategic Plan and be motivated to drive it forward.
- Require candidates to include references from 2 ISPOR members. Recommendation letters remain optional.

Directors serve 3-year terms starting July 1. Annually they attend 2-3 in person meetings (pre-conferences and historically a strategic meeting in June-August) as well as planned and special virtual meetings. Length of meetings vary from an hour to a day depending on agenda. For each meeting Directors are expected to be prepared for discussions by reading materials. Directors are also expected to attend ISPOR Conferences and participate in various member engagement activities. There is a training/orientation for new Directors prior to their service that is usually about an hour and a half.

Directors also serve on Committees of the Board and Board Work Groups. Time commitment varies with the Finance Committee requiring 4 meetings and others meeting as needed.