



POSITION DESCRIPTION

1. General Information

Position title	Manager, Governance and Leadership Development
Status	Exempt, 37.5 Hours
Reports to (title)	Executive Director
Department	Executive Office
Date	04/15/2018

2. Primary Function

<p>Maintains and updates the governance framework, monitors compliance requirements, coordinates governance committee and board member meetings, monitors specific business processes, and establishes and maintains operational procedures manual and FASEB Leadership Handbook. Liaises with Board members and fulfills their requests. Serves as the main contact to the Board and Committees. Works with the Leadership Development Committee and the Executive Director/CEO to advance the capability, quality, diversity and quantity of FASEB volunteers. Assists the Executive Director/CEO in the execution of FASEB programs and manages Board Committee operations.</p>

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Governance Administration	55
	Updates and edits the FASEB Leadership Handbook including organization charts, as needed. Updates changes in the FASEB Constitution/Bylaws and Committee appointments for inclusion in the Annual Report. Plans, coordinates and completes compliance monitoring activities as directed by the CEO/Executive Director. Stays informed about compliance requirements.	
	Facilitates development and utilization of governance practices by the Board and Committees. Supports the delivery of the overall strategy of the compliance, conduct and ethics policies to the Board and Committees.	
	Promotes achievement of FASEB's strategic goals by identifying skills and interests.	
	Facilitates the nomination process for officer elections. Works with Board, Committees and Member Society Executive Officers to identify potential leaders for the future.	
	Coordinates new Board members' and Finance Committee members' orientations and prepares presentations. Facilitates professional development programs for the Board and Committees.	
	Oversees the assessment of Board and Committee members. Analyzes the results and evaluates engagement. Discusses opportunities and methods to improve.	
	Provides support to Executive Director for Board and committee reports and presentations.	
	Manages the annual process for member society representation on the Federation Board and Board Committees.	
	Archives files of all FASEB Board policies and actions. Solicits photos of Presidents for archives.	
	Arranges for awards and certificates/plaques for retiring Board and Committee members.	
2	Staff Liaison to the Federation Board, Board Executive Committee, Board Finance Committee, Excellence in Science Award Committee and other committees and groups, as assigned.	20
	Prepares and manages the annual budgets.	
	Maintains a database of Board and Committee membership and provides updates to IT distribution lists.	
	Manages the travel/expense software for users.	
	Creates and manages websites and electronic interactive forms for meetings, nominations, voting, administrative use, etc.	
	Researches meeting sites and contracts for meetings of the Board and Committees. Arranges meeting logistics.	
	Plans all aspects of Board and Committee meetings including timelines, communications, meeting materials, online agendas and meeting materials, on-site logistics, recording of minutes, and processing of hotel bills and attendee expense reimbursement submissions.	

	Ensures information flows between the Board, Committees and Management.	
	Prepares agendas and minutes for review by the Executive Director. Transcribes other meeting proceedings and prepares minutes for review as required.	
3	Executive Office Administration	20
	Manages meeting and travel calendar.	
	Prepares and manages the annual budget for the Executive Office. Coordinates annual budget planning schedules and final documents for distribution.	
	Provides administrative and planning support for new member societies.	
	Drafts communications for the Executive Director.	
	Tracks routing of documents submitted to the Executive Director for approval/signatures (FASEB contracts, letters of agreement, funding reports, etc.).	
	Maintains files of FASEB contracts signed by Executive Director.	
	Coordinates meetings/activities and other general office duties.	
	Solicits and maintains files and photos of Nobel Prize winners from FASEB member societies and orders photos for gallery.	
	Provides coordination and administrative support for special projects as assigned.	
4	Provides support to the Finance Committee	5
	Prepares Board information for IRS and state filing.	
	Provides governance documents for the annual audit.	
	Solicits membership counts from member societies annually for dues invoicing and tracks information for submission to the Director of Financial Services.	
	Submits Board and committee information for the annual report.	

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
N/A			

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	High school		Organizational Skills	C
	Prof/technical		Written and Verbal Communication Skills	C
	College Courses		Analytical, Problem Solving, Business Judgement Skills	C
X	Bachelor's Degree	Business, English	Knowledge of ethical governance practices	C
	Master's Degree		Customer Service/Interpersonal Skills	C
X	5-7 years senior level administrative experience required.		Ability to work independently and take initiative; Ability to multi-task and meet deadlines, Attention to detail.	C
X	Meeting planning experience		Maintain confidentiality, discretion	C
X	Working with Boards and Committees experience preferred		Computer Skills (Microsoft Office Suite)	C



6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Contracting for meetings, reimbursements of Board/Committee Expenses, Management of meetings and travel/expense software
	Give two or three examples of decisions you refer to a higher authority.	Specific communications with Board members/Committee chairs Specific communications with Executive Officers

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Board/Committee members	Member societies	Creating good working relationships and communicating efficiently to provide necessary information
	Member Society Executive Officers	Member societies	Maintaining a collegial balance in communications
	Deputy Executive Director for Policy	FASEB	Maintaining a professional relationship that enables successful collaboration related to Board and Committee related activities
	Director of Financial Services	FASEB	Providing timely and accurate information with minimal oversight

8. Working Conditions	<p>This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Rarely requires lifting materials in excess of 20 lbs. Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends may be required