American Physiological Society (APS)

POSITION TITLE: Director of Society Governance & Leadership

DEPARTMENT: Executive Office

REPORTS TO: Executive Director

GENERAL SUMMARY: The Director of Society Governance & leadership works across the organization and serves as a vital communications link with and among the officers, executive director, Council, key committees and staff. The Director oversees the development and delivery of governance standards and services; member-leader onboarding and training; manages day-to-day governance operations; and works directly with the key leaders of the organization to improve efficiency and impact.

DUTIES AND RESPONSIBILITIES:

1. Provide overall staff management for the APS council and ensure all areas of APS governance are executed with the highest level of professionalism and integrity. Direct all Council operations, including meetings, reporting, and appointments.

2. Serve as strategic advisor to the executive director, division chiefs and elected leadership on society governance policy, emergent issues and policy concerns.

3. Ensure that committees, sections and staff are informed of all relevant Council actions and address member and staff questions regarding official actions of the society.

4. In conjunction with the executive director, establish agendas and facilitates the smooth operation of three Council meetings per year.

5. Ensure that the APS bylaws and operations manual are up-to-date and reflect best practices in association governance and regulatory requirements.

6. Represent APS at meetings of allied organizations and other entities and serve as principal staff liaison to the Federation of American Societies for Experimental Biology (FASEB).

7. Work across the society to ensure that politically sensitive issues are surfaced to executives and that Leadership has the proper advice and resources needed to effectively discharge their fiduciary duties.
8. Serve as a member of the senior staff, working with the executive director and division chiefs to ensure excellence in execution in all areas of the organization.

9. Conduct research on association best practices, actions, policies, and positions as required to enhance effective operations.

10. Establish and cultivate professional relationships with Council officers and members to support fiscal responsibility and further professional and effective decision-making.

11. Provides a comprehensive orientation for new and current Council members on fiduciary responsibility, effective and responsible Council behavior and APS structure and operations.

12. Maintain strict confidentiality on all appropriate legal and strategic matters.

13. Oversee the organization of an annual leadership retreat.

14. Manage and serve as staff liaison to the Nominating Committee and Committee on Committees, and executive liaison to the Section Advisory Council.

15. Develop educational and orientation materials for Council and committee members and conduct annual orientations for new members and officers.

16. Work with the executive director to plan and execute new strategic planning processes, and monitor and report on progress of existing strategic plans.

17. Manage the activities of the officers and executive director at the annual meeting of the society.

18. Perform all other job-related duties as required or assigned by the executive director.

**TRAVEL:**

Approximately 10-15 days per year

**QUALIFICATIONS:**

- Four-year college degree. Certified Association Executive (CAE) credential a plus.
- Minimum eight years of experience working in an executive office.
- Experience working with an association, preferably a scientific society.
- Expertise in association governance practices.
- Experience working with volunteers and executive boards.

**Personal Qualities and Expertise**

- High integrity, guided by a strong ethical code and credibility with leaders, members, vendors and staff.
• Absolute discretion. Maintains confidentiality of discussions held at the Council and executive level and in all business interactions.
• Proven project management skills with evidence of progressively increasing level of responsibility and authority.
• Strong organizational, interpersonal skills and member service mentality and delivery, ability to think proactively and creatively along with a flexible disposition.
• Exceptional oral and written communication; attention to detail necessary for success; strong proofreading skills.
• Above average skill with the Microsoft Office suite of programs.
• Must excel in a fast-paced, team-oriented environment.