

## AOAC INTERNATIONAL

### JOB DESCRIPTION

Position Title: MEMBER, AOAC INTERNATIONAL BOARD OF DIRECTORS

Position Classification: VOLUNTEER

Reports to: THE ASSOCIATION

Location: N/A

Date Prepared: OCTOBER 2008

Revision: 0

According to U.S. non-profit corporation law, a board member must meet certain standards of conduct in relationship to the organization (AOAC). These essential standards are referred to as the following:

**DUTY OF CARE:** The board member must be prepared to participate in and contribute to Board deliberations and decisions.

**DUTY OF LOYALTY:** The board member must act always in the best interests of the organization (AOAC), regardless of personal issues.

**DUTY OF OBEDIENCE:** The board member must abide by the consensus decisions of the Board.

#### POSITION SUMMARY:

This elected, volunteer position participates in the decision processes that set the strategic direction of the Association. The position is expected to act in the best interest of the Association in concert with the consensus of their peers. Ethical behavior, the treatment of confidential information and the identification of a conflict of interest are of utmost importance. The position requires action as it represents a segment of the Association community fostering communication to and from the board.

#### QUALIFICATIONS:

- Membership in the Association is required
- Must be a recognized leader amongst their peers in their community
- 5 – 10 years of management experience in either government, industry or academia
- Demonstrated commitment to the Association
- Demonstrated ability to bring stakeholders to the Association

#### DUTIES and RESPONSIBILITIES:

- Remain current on, and be a proactive advocate of, the current Association business model, mission, and activities
- Commit to preparation for and attendance at the scheduled board meetings including funding for travel
- Lead assigned activities of the Association

- Bring current needs of your community to the board and Association for appropriate action
- Maintain the confidentiality of information discussed appropriately
- Identify any potential conflict of interest and report it to the president immediately
- Assist the board in the fulfillment of their fiduciary responsibility
- Support the executive director on operational activities

APPROVED:

Executive Committee of the Board of Directors  
November 1, 2008