

AIC PRESIDENT POSITION DESCRIPTION

Position Title: **President of AIC**

Reports to: **The AIC Board of Directors**

Position Objective: To lead AIC as the chief elected officer, to chair the board of directors of AIC, and, on behalf of the board, to provide guidance and support to the executive director in carrying out the management, mission, and goals of the AIC.

Key Duties and Responsibilities: In addition to fulfilling the regular duties of a member of the elected board of directors of AIC, the president is expected to assume the following responsibilities:

1. Serves as an *ex-officio* voting director on the FAIC board in accordance with the FAIC bylaws.
2. Supports AIC and FAIC and their policies, internally and externally, in order to strengthen the AIC's and FAIC's abilities to fulfill their stated missions. Acts as spokesperson for the profession. Represents AIC and FAIC, their programs, and their policies in order to increase the AIC's and FAIC's profiles and statures as the leading voices in the conservation profession.
3. Exercises the governing authority of the board of directors (as specified in the bylaws) when advised to do so by agreement of the board. The president of AIC may not assert the authority of the board without prior approval from the board.
4. Guides the board of directors to establish and advance AIC policies to provide services to its members in accordance with the priorities established in their respective strategic plans, as well as to protect the financial health, material assets, and long-term growth of AIC. Directs the executive director to implement these policies.
5. When appropriate, creates task forces, committees, or other entities in order to manage short-term policy projects developed by the AIC board. Task forces may include members of the board as well as outside

experts. Delegates responsibility for short-term policy studies to other members of the board.

6. Chairs meetings of the board of directors of AIC. Ensures that the boards meet regularly, at least three times each year, to develop goals and policies for AIC and to provide direction to the executive director. Prepares meeting agendas in consultation with the executive director and written reports two weeks in advance of each board meeting, or as agreed on with the executive director, for inclusion in board notebooks. Mediates discussion and voting process at meetings.
7. Leads the board of directors' annual and long-term strategic planning for AIC. Encourages discussion of ideas and goals, soliciting professional advice from within the board and externally, as required.
8. Initiates and leads the AIC board's process of annual review and contributes to the annual review of FAIC as outlined in their respective strategic plans.
9. Ensures adherence to AIC's and FAIC's Articles of Incorporation and bylaws and assures the integrity of the board process.
10. Acts as the chief liaison between the board and executive director and provides guidance to the executive director in carrying out the directives of the board.
11. Develops the AIC/FAIC executive director's employment contract for the AIC and FAIC boards. Initiates and leads annual performance review of the executive director and, in consultation with the treasurer, recommends compensation to the board.
12. Presides over and presents a report on the activities of the AIC and FAIC at the annual general (business) meeting.
13. Promotes active participation in the AIC and FAIC on the part of the membership. Reports the activities of the AIC and FAIC boards to the members via the AIC News and regularly issued reports.
14. Provides a report to the board prior to board meetings that is sent to the AIC office two weeks in advance of each board meeting or as agreed on with the executive director.

15. Reviews the annual report copy provided by the executive director in March prior to printing in the AIC annual report.
16. Performs other responsibilities as assigned by the board.

Compensation: The president of AIC serves as a volunteer, and in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in the AIC bylaws, the president of the AIC holds office for a term of two years ending at the adjournment of the second succeeding general (business) meeting and until the successor is elected and qualified. The president is eligible to serve no more than two consecutive terms of office. The president must be a Fellow member of AIC and is elected by the membership of AIC, following the election procedures outlined in the bylaws. The term of service as *ex-officio* voting member on the FAIC board is concurrent with the terms of office on the AIC board in accordance with the FAIC bylaws.

AIC-VICE PRESIDENT POSITION DESCRIPTION

Position Title: Vice President of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of four volunteer officers of the elected board of directors and to serve in the capacity of the president of AIC when called upon, either at meetings when the president is absent or in all capacities when the president is unable to serve.

Key Duties and Responsibilities: In addition to fulfilling the regular duties of a key member of both the AIC and FAIC Board of Directors, the vice president is expected to assume the following responsibilities:

1. Chairs meetings of the boards when the president of AIC is unable to attend. Exercises the president's authority and assumes the president's responsibilities in conducting and preparing for any such board meetings. The president's meeting responsibilities include, but are not limited to, preparing meeting agenda in consultation with the officers and executive director, mediating discussions, and holding board votes as necessary.
2. Serves as an ex-officio voting director on the FAIC board in accordance with the FAIC bylaws.
3. Works closely with the president of AIC and FAIC to lead both boards in developing policies for AIC and FAIC.
4. Attends AIC and FAIC board meetings and participate in projects, discussions, and votes. Prepares written report two weeks in advance of each board meeting, or as agreed on with the executive director, for inclusion in board notebooks.
5. Leads board projects and board task forces when assigned to do so by the president.

6. Represents AIC and FAIC, its programs, and its policies in order to increase their profile and stature as the leading voice in the conservation profession.
7. With the presidents of AIC and FAIC, enforces adherence to AIC's and FAIC's Articles of Incorporation and bylaws and assures the integrity of the board process, respectively.
8. Represents AIC and FAIC with other associations or organizations as requested by the president.
9. Serves as the liaison between the General Session Program Committee and the AIC Board regarding the development of the AIC annual meeting program.
10. Develops programs/presentations at annual and regional meetings of allied organizations such as the American Association of Museums (AAM), the College Art Association (CAA), Society of American Archivists (SAA), Association for Preservation Technology International (APT), and the Society of American Archaeologists (SAA). Works with members of the Program Committee and the AIC office staff to organize and staff these presentations. Works with the board and executive director to develop strategic goals for relationships with allied organizations.
11. Provides a report to the board prior to board meetings that is sent to the AIC office two weeks in advance of each board meeting or as agreed on with the executive director.
12. Reviews the annual report copy provided by the executive director in March prior to printing in the AIC annual report.
13. Coordinates and joins with the Executive Director as the official representatives on the AAM Council of Affiliates in presenting AIC goals and views to the AAM Council of Affiliates.

Compensation: The vice president of AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, the vice president of the AIC holds office for a term of two years ending at the adjournment of the second succeeding general (business) meeting and until the successor is elected and qualified. The vice president is eligible to serve no more than two consecutive terms of office. The vice president must be a Fellow member of the AIC, and is elected by the membership of AIC, following the election procedures outlined in the bylaws. The term of service as *ex-officio* voting member on the FAIC board is concurrent with the terms of office on the AIC board in accordance with the FAIC bylaws.

Revised June 2005

AIC-SECRETARY

POSITION DESCRIPTION

Position Title: Secretary of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling regular duties of a member of the AIC board of directors, the secretary ensures that records are maintained of all AIC-business, annual general meetings, and AIC board meetings.

1. Ascertains that records are maintained at the AIC office for all AIC business, the annual general meeting and any extraordinary meetings, and AIC board meetings.
2. Within six weeks following each board meeting, prepares and distributes a draft, electronic copy of all board meeting minutes. Assignments for each board member and executive director, policy decisions, and votes taken are distributed within two weeks.
3. Assumes responsibility for correspondence as requested by the president.
4. Serves on committees, if requested by the president.
5. Performs other duties assigned by the president.

Compensation: The secretary of AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, the secretary of the AIC holds office for a term of two years ending at the adjournment of the second succeeding general (business) meeting and until the successor is elected and qualified. The secretary must be a Professional

Associate or Fellow member of the AIC and is elected by the membership of AIC, following the election procedures outlined in the bylaws.

Revised June 2005

AIC TREASURER

POSITION DESCRIPTION

Position Title: **Treasurer of AIC**

Reports to: **The AIC Board of Directors**

Position Objective: To assist with the leadership of the AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling regular duties of a member of the AIC board of directors, the treasurer ensures the integrity of the fiscal affairs of the AIC. The AIC treasurer also serves as an *ex-officio* voting director on the FAIC board in accordance with the FAIC bylaws.

1. Reviews expenditures and the financial status of the AIC on a regular basis to ensure overall fiscal integrity.
2. Prepares the annual budget in cooperation with the president and executive director.
3. Ensures that accurate financial records are maintained.
4. Works with the FAIC treasurer and executive director to ensure fiscal continuity and clarity between the AIC and FAIC.
5. Oversees the financial record keeping. Endorses items over \$1,500, receives quarterly financial status reports, and reviews financial reports with the executive director.
6. Serves as chair of the financial advisory committee. Serves as a member of this committee during the tenure of his/her successor.
7. Oversees financial investments as chair of the financial committee. Receives monthly investment statements and recommends investment policies to the board.

8. Submits regular financial reports to the board of directors and presents annual financial reports to the membership, both on schedules as agreed to with the executive director.
9. Oversees AIC fiscal policy and procedures. Works with the executive director to maintain policies and procedures and disseminate as necessary.
10. Ensures that annual training on budget preparation takes place for all IAG chairs and treasurers.
11. Ensures that the financial accounts are submitted for an audit and maintains contact with the auditors as necessary.
12. Performs other duties assigned by the president.

Compensation: The treasurer of AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, the treasurer of the AIC holds office for a term of two years ending at the adjournment of the second succeeding general (business) meeting and until the successor is elected and qualified. The treasurer must be a Professional Associate or Fellow member of the AIC and is elected by the membership of AIC, following the election procedures outlined in the bylaws. The term of service as ex-officio voting member on the FAIC board is concurrent with the term of office on the AIC board, in accordance with the FAIC bylaws.

Revised June 2005

AIC COMMUNICATIONS DIRECTOR POSITION DESCRIPTION

Position Title: Director, Communications, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with the leadership of the AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling regular duties of a members of the AIC board of directors, the director, communications, acts as the communications officer for AIC on matters dealing with AIC publications and outreach information systems (both print and electronic) and is expected to assume the following responsibilities:

1. Oversees and coordinates internal and external communications through strategic planning and implementation in coordination with the AIC board, FAIC board, and executive director. Internal communications include the *Journal*, *AIC News*, annual- meeting *Abstracts*, specialty group *Postprints* or other print publications, and the member components of the AIC website. External communications include public informational pamphlets, technical bulletins, the public aspects of the AIC website, and the Internet.
2. Promotes public awareness of the existence and goals of AIC and FAIC strategically and in coordination with the AIC and FAIC boards and executive director.
3. Serves as board liaison to the publications committee. Guides the committee through regular rotations in accordance with the "Guidelines for Committees and Task Forces."
4. Requests a written report from the publications committee chair in advance of board meetings. Reviews the report and sends it to the AIC office two weeks in advance of each board meeting or as agreed on with the executive director.
5. Requests an annual report from the committee chair by March 1 for review prior to printing in the AIC annual report.
6. Performs other duties assigned by the president.

Compensation: The director, communications, of the AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, directors hold office for a term of three years ending at the adjournment of the third succeeding general (business) meeting and until the successor is elected and qualified. Directors must be a Professional Associate or Fellow member of the AIC and are elected by the membership of AIC, following the election procedures outlined in the bylaws.

Revised June 2005

AIC-DIRECTOR, PROFESSIONAL EDUCATION POSITION DESCRIPTION

Position Title: Director, Professional Education, of AIC

Reports to: The AIC-Board of Directors

Position Objective: To assist with leadership of AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, the director, professional education, oversees professional education for the AIC and is expected to assume the following responsibilities:

1. Determines needs and develops strategic programs for continuing education for the conservation field, including such activities as a membership surveys, program assessments, and evaluations.
2. Coordinates closely with the AIC staff program officer for professional development and offers guidance on programming goals.
3. Ensures that fair and appropriate procedures for program content selection, grant and scholarship reviews, and program evaluation are implemented.
4. Acts as board liaison with the education and training committee. Guides the committee through regular rotations in accordance with the "Guidelines for Committees and Task Forces."
5. Requests written reports from the education and training committee in advance of board meetings. Reviews the report and sends to the AIC office two weeks in advance of each board meeting as agreed on with the executive director.
6. Requests an annual report from the committee chair by March 1 for review prior to printing in the AIC annual report.

7. Represents the AIC to conservation education programs and work with them and other educational institutions to expand continuing education opportunities for the field.
8. Acts as liaison with the specialty groups, task forces, and regional conservation groups in planning and developing programs for continuing education.
9. Oversees fundraising activities for continuing education programs. Assists in writing grants and participating in fundraising efforts in coordination with the FAIC board and the executive director.
10. Performs other duties as assigned by the president.

Compensation: The director, professional education, of AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, directors of the AIC hold office for a term of three years ending at the adjournment of the third succeeding general (business) meeting and until their successors are elected and qualified. Directors must be a Professional Associate or Fellow member of AIC and are elected by the membership of AIC, following the election procedures outlined in the bylaws.

Approved: no date available; Revised June 2005

AIC DIRECTOR, SPECIALTY GROUPS POSITION DESCRIPTION

Position Title: Director, Specialty Groups, of AIC

Reports to: The AIC/FAIC Board of Directors

Position Objective: To assist with leadership of AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, the director, specialty groups, serves as the liaison between the board of directors and the specialty groups of AIC and is expected to assume the following responsibilities:

1. Maintains regular contact with the chairs of the specialty groups, and regularly reports their activities and plans to the board of directors of the AIC.
2. Requests written reports from each specialty group chair in advance of board meetings. Distributes these reports through the AIC office to the board two weeks in advance of the meeting or as agreed on with the executive director.
3. Requests annual reports from each specialty group chair (due 90 days or by March 1) in advance of the annual general meeting and distributes reports to the board for approval prior to printing.
4. Assists in the planning of special program development by specialty groups.
5. Advises the specialty groups of board policy as it pertains to them.
6. Meets with any specialty group chair or committee as requested by the president.
7. Acts as an advisor to the specialty groups.
8. Performs other duties as assigned by the president.

Compensation: The director, specialty groups, of AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, directors of the AIC and FAIC hold office for a term of three years ending at the adjournment of the third succeeding general (business) meeting and until their successors are elected and qualified. Directors must be Professional Associate or Fellow members of AIC and are elected by the membership of AIC, following the election procedures outlined in the bylaws.

Approved: no date available; revised June 2005

AIC DIRECTOR, COMMITTEES & TASK FORCES

POSITION DESCRIPTION

Position Title: Director, Committees & Task Forces, of AIC

Reports to: The AIC Board of Directors

Position Objective: To assist with leadership of the AIC as one of eight volunteer officers and directors.

Key Responsibilities: In addition to fulfilling the regular duties of a member of the AIC board of directors, the director, committees & task forces, acts as the liaison between the board of directors of the AIC and committee and task force chairs and is expected to assume the following responsibilities:

1. Acts as an advisor to committee and task force chairs in all matters related to implementation of its charge and references the "Guidelines for Committees and Task Forces."
2. Presents charges from the board of directors to the committees and task forces and discusses the year's objectives with each committee and task force chair.
3. Suggests possible committee members, as recommended by the board, to newly selected committee chairs. Oversees advertisement of committee positions in *AIC News*. Coordinates placement process with committee chairs, applicants, and AIC board.
4. Requests written reports from each committee chair in advance of a board meetings. Compiles and summarizes these reports for the board and sends to the AIC office two weeks in advance of each board meeting or as agreed on with the executive director.
5. Requests annual reports from each committee chair by March 1 for review prior to printing in the AIC annual report.
6. Attends and reports on committee meetings at the request of the president.
7. Requests that all committee chairs send minutes or a report of all meetings for the AIC office files.

8. Organizes committee chair orientation session for incoming and outgoing chairs at the AIC annual meeting.

Compensation: The director, committees & task forces, of the AIC serves as a volunteer and, in accordance with AIC's bylaws, is not entitled to receive compensation for service.

Requirements for and Term of Service: As specified in AIC's bylaws, directors hold office for a term of three years ending at the adjournment of the third succeeding general (business) meeting and until the successor is elected and qualified. Directors must be a Professional Associate or Fellow member of AIC and are elected by the membership of AIC, following the election procedures outlined in the bylaws.

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