ISDS Board of Directors
Roles and Responsibilities

Summary
The ISDS Board of Directors acts as the governing body of the International Society for Disease Surveillance and takes responsibility for the adherence to the ISDS mission and values. In upholding these responsibilities, the Board establishes overall long and short-term goals, objectives, and priorities for ISDS and provides oversight for and manages the business and fiduciary responsibilities of the society. Working with the ISDS staff, committees, and membership, the Board ensures all programming and services further the Society’s mission and vision to advance the science and practice of public health surveillance.

Roles and Responsibilities

Governance
- Ensure ISDS operates as articulated in the ISDS Bylaws
- Approve organizational policies and procedures related to finances, human resources, and other governance issues.
- Participate in short-term and long-term strategic planning

Finance
- Approve annual budget, financial audit, and tax forms

Outreach
- Actively promote ISDS and its activities
- Serve as an ambassador for ISDS
- Assist in recruitment of new members and Board Members

Board Member Commitments
- Mandatory: Attend monthly Board of Director conference calls. A board member who misses three regularly scheduled meetings within a calendar year or who is unable to discharge the roles and responsibilities listed will be is subject to communication from board officer(s), and possible board review and removal by vote of the majority of the remainder of the board members.
- Attend Annual Conference
- Attend in-person Board meeting/retreat, if called.
- Communicate with staff and other board members, as needed.

Board Officers (one year terms)
ISDS President and Chair of the Board
• Provides leadership and ensures progress on long- and short-term goals, objectives, and priorities for ISDS
• Presides at Board of Directors meetings, or delegates if necessary.
• Works in partnership with Executive Director to make sure board resolutions are carried out
• Assists chief executive in preparing agenda for board meetings
• Monitors progress of ISDS Committees and Board subcommittees
• Attends ISDS Officer Calls
• Assists Executive Director in preparing agenda for Board meetings
• Supervises and evaluates the performance of the Executive Director
• Calls special meetings as necessary
• Addresses Annual General Meeting of Members
• Acts as a signing authority on behalf of the Board for financial and legal purposes
• Acts as spokesperson for the organization

Vice-President
• Understands the responsibilities of the board chair and assumes duties of the president in his/her absence
• Provides leadership and ensures progress on overall long- and short-term goals, objectives, and priorities for ISDS
• Assists Executive Director in preparing agenda for Board meetings
• Attends ISDS Officer Calls
• Acts as spokesperson for the organization
• Carries out special assignments as requested by the Board President

Treasurer
• Assists in the preparation of the annual operating budget
• Monitors the budget
• Presents the annual budget to the board for approval
• Ensures the Board's financial policies are being followed
• Reviews the annual audit and answer board members' questions about the audit
• Works with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis
• Attends ISDS Officer Calls

Secretary
• Ensures that minutes are taken at the Board of Directors meetings
• Acts as a signing authority or delegates on behalf of the Board for financial and legal purposes
• Ensures the safety and accuracy of all board records