

## **ISSA Executive Board Portfolios (Amended May 29, 2017)**

Outlined below are the general responsibilities of the 6 Elected Executive Board positions followed by some general guidelines for the duties of Advisory Board members. Please note that the duties of the President and General Secretary are directly linked to the ISSA Statutes and hence are somewhat more formally stated. It is important to note that while there are separate portfolios the ISSA Executive Board operates in a cooperative manner and there is often considerable overlap with respect to tasks.

### **Article Six: President and Vice Presidents**

6.1 The President represents the Association in all matters and normally chairs meetings of the Executive Board and annual general meetings, in accordance with the legal constitution, clause 20.2.

6.2 S/he represents the Association ex-officio on the Board of ICSSPE and signs, together with the General Secretary, agreements with other groups. S/he may ask another member of the Executive Board (such as a Vice President or the General Secretary) to represent her/him or, in case they are prevented, any other member of the Executive Board.

6.3 Vice Presidents will hold designated portfolios including relations with other bodies and organizations such as ISA and ICSSPE.

### **Article Seven: The General Secretary and Treasurer**

7.1 The General Secretary is responsible for executing the business of the Executive Board. In agreement with the President, s/he is responsible for the correspondence of ISSA, and prepares the minutes of the meetings of the Executive Board, normally within a period of six weeks. S/he reports all decisions of the Executive Board to the General Secretaries of ICSSPE and ISA.

7.2 The General Secretary shall, in cooperation with the publisher (the distribution company), inform the editors of ISSA's journal and the Bulletin about the ISSA membership statement at the end of each calendar year.

7.3 The General Secretary is usually, but not necessarily, the Treasurer of ISSA.

7.4 The Treasurer is responsible for all financial matters pertaining to ISSA. In addition to the administration of membership fees, s/he solicits financial support from other sources, provides an annual budget, and arranges for independent examination of the accounts.

### **Vice President Portfolios**

#### **Vice President: ISA**

- Read and gain an understanding of the structure, operation and statutes of ISA
- Submit annual and other reports (eg use of grant funds) as required on behalf of ISSA (RC27) to ISA
- Liaise with President and General Secretary regarding the submission of ISA grants on behalf of ISSA/RC27
- Liaise with ISSA General Secretary for payment of ISA annual dues
- Ensure that all ISA information on the ISSA website is up to date

- Attend relevant meetings of ISA including major RC meetings at the ISA Congress. Where attendance is not possible ensure ISSA/RC27 provides input on important matters via written submission or proxy.
- In conjunction with the VP Conferences (and other ISSA Board members) organize the RC27 program for ISA congresses and meetings.
- Explore opportunities for RC27 to cooperate and hold joint sessions with other RC's for ISA conferences.
- In conjunction with the President and General Secretary monitor RC27 membership in ISA including ensuring all ISSA Executive board members to join and encourage Advisory board members to do likewise.
- Work to raise the profile of ISSA/RC27 within ISA.
- Seek publication opportunities within ISA's journals, book series and web-based publication outlets.
- Submit an annual report to the ISSA Executive Board

#### **Vice President: ICSSPE**

- Read and gain an understanding of the structure, organization and statutes of ICSSPE
- Explore possible sources of funding, support and publication via ICSSPE
- Submit annual reports as required to ICSSPE
- Liaise with President and General Secretary for the submission of ICSSPE grants on behalf of ISSA
- Attend relevant meetings of ICSSPE where possible. Where attendance is not possible ensure ISSA provides input on important matters via written submission or proxy
- Liaise with ISSA General Secretary for payment of ICSSPE annual dues
- Seek publication opportunities within ICSSPE's journals, book series and web-based publication outlets
- Submit an annual report to the ISSA Executive Board

#### **Vice President: Awards**

- Coordinate the ISSA Graduate Paper Award including appointment of the committee and review of guidelines
- Coordinate the ISSA Honorary Members Award and consult with the past-president and other knowledgeable members to evaluate candidacies with regards to service.
- Explore other possible awards of recognition
- Identify possible sources of funding for awards (eg. Sage publishers)
- Submit an annual report to the ISSA Executive Board

#### **Vice President: Conferences**

- Develop a working knowledge of the ISSA conference hosting guidelines and propose changes as required.
- Develop a 5-year (or longer) plan for ISSA (and affiliated) conferences
- Liaise with local conference organizers (LOC)
- Liaise and coordinate with the VP (ISA) and VP (ICSSPE) regarding the respective conferences.
- Liaise with the ISSA Professional Conference Organiser (PCO) and/or LOC PCO
- Submit an annual report to the ISSA Executive Board

**Vice President: Communications**

- Identify ways and avenues of promoting ISSA to increase visibility and membership.
- Prepare and distribute the ISSA eBulletin
- Manage and update the ISSA website
- Submit an annual report to the ISSA Executive Board

**Past President**

- Advise the Executive Board on matters of policy and strategy
- Promote and implement the ISSA Mentor program
- Serve as source of institutional memory
- Advise on the evaluation of Honorary Member candidacies with regards to service

**Article five: The Advisory Board**

The Advisory Board is responsible for advising the Executive Board on matters of policy and strategy and on developments in the Sociology of Sport in their geographical area.

- Promote ISSA within their countries and regions
- Assist Executive board members with portfolios where appropriate
- Review ISSA www site and provide feedback based on ease of use, language, useful information etc.
- Solicit and contribute relevant items to the ISSA Bulletin