

## **Executive Board Portfolios (February, 2011)**

Outlined below are the general responsibilities of the 6 Executive Board positions followed by some general guidelines for the duties of Extended 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. 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** to represent **her/him** (such as a Vice President or the General Secretary) or, in case they are prevented, any other member of the Board.
- 6.2 Vice Presidents shall be assigned special duties including relations with other bodies and organizations **such as ISA and ICSSPE**. In the absence of the President, the meetings of ISSA will be chaired by a Vice President.

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

- 7.1 The General Secretary is responsible for executing the business of the President, Vice Presidents, and the full Board. In agreement with the President, s/he is responsible for the correspondence of the ISSA, and prepares the minutes of the meetings of the Board and Executive within **a period of** six weeks. S/he reports all decisions of the Board to the General Secretaries of ICSSPE and ISA.
- 7.2 The General Secretary is usually, **but not necessarily**, the Treasurer of ISSA. As Treasurer, s/he 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 auditing of expenses.

- 7.3 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.
- In conjunction with SAGE Publishers, maintains the membership database and correspondence with members.

### **Vice President Portfolios**

#### **(1) 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 every 4 years.
- 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 and Extended board members have joined.
- 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

#### **(2) 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/RC27 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

### **(3) Vice President: Promotions and Awards**

- Identify ways and avenues of promoting ISSA for promotion and increased membership.
- Coordinate the ISSA Graduate Paper Award including appointment of the committee and review of guidelines
- Coordinate the ISSA Honorary Members Award
- Explore other possible awards of recognition eg. possible ISSA "Fellows" (Honorary Scholars) program
- Identify possible sources of funding for awards (eg. Sage publishers)
- Submit an annual report to the ISSA Executive Board

### **(4) 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
- Coordinate with ISA and ICSSPE VP's regarding relevant conference organization
- Liaise with the VP (ISA) and VP (ICSSPE) regarding the respective conferences held every 4 years.
- Submit an annual report to the ISSA Executive Board

### **Extended Board Portfolios**

- 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 e-bulletin