



## **QUALIFICATIONS FOR ELECTED POSITIONS WITHIN THE ISSM**

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### **ISSM PRESIDENT-ELECT QUALIFICATIONS**

- Minimum active membership in ISSM: 5 years
- Proven previous contribution to ISSM: having previously sat on the ISSM board of directors, chair of (LOC) WMSM, Editor in chief of one of ISSM's journals, ICSM Consultation Committee chair.
- Attended at least 2 of the past 4 WMSM's.
- Skillset: proven ability to lead organizations; proven ability to speak English.
- The duties of the president-elect are to:
  - Succeed the president upon the completion of the president's term
  - Perform, in the absence of the president, all the duties and have all the powers of the president
  - Aid the president in the organization of the Association and may serve as the president's proxy for running meetings
  - Perform such other duties as shall be assigned by the Board of Directors
  - Supervise committee chairs

### **TREASURER QUALIFICATIONS**

- Minimum active membership in ISSM: 5 years
- Proven previous contribution to ISSM: having previously sat on the ISSM board of directors, chair of (LOC) WMSM, Editor in chief of one of ISSM's journals, ICSM Consultation Committee chair.
- Attended at least 2 of the past 4 WMSM's.
- Skillset: proven ability to read financial statements (example – head of department involving budget management)
- The duties of the treasurer are to:
  - Ensure that sound financial records are kept, that sound financial practices are in place, that appropriate financial reports are provided on a regular basis to the board and that necessary bank account for the association's funds are established.
  - Serve as the primary contact with the Executive Office in the development of a budget for the Board's consideration.
  - Submit a financial report to the membership of the association for its review at the association's Annual Business Meeting.

### **SECRETARY QUALIFICATIONS**

- Minimum active membership in ISSM: 5 years
- Proven previous contribution to ISSM: having previously sat on the ISSM board of directors, chair of (LOC) WMSM, Editor in chief of one of ISSM's journals, ICSM Consultation Committee chair.
- Attended at least 2 of the past 4 WMSM's.

- The duties of secretary are to:
  - See that records of the proceedings of the Association are kept and that the Association's by-laws are current
  - Be the primary contact with the office in preparation, planning and organization of all EC and Board Meetings, including reviewing agendas, related documents and executive summaries/minutes.

#### **ISSM MEMBER-AT-LARGE QUALIFICATIONS**

- Minimum active membership in ISSM: 3 years
- Proven previous contribution to ISSM: i.e. ISSM Committee Member, Regional affiliated society Board member, chair of (LOC) WSM, (Deputy-)Editor in chief of one of ISSM's journals, ICSM Consultation Committee chair.
- Attended at least 2 of the past 4 WSM's, or other by ISSM organized meetings.
- The duties of members-at-large are to:
  - Participate in all Board of Directors meetings

#### **COMMITTEE CHAIRS QUALIFICATIONS**

- Minimum active membership in ISSM: 3 years
- Attended at least 2 of the past 4 WSM's, or other by ISSM organized meetings.
- Active member of committee with proven significant contribution (i.e., subcommittee chair, working group/project chair)
- Positive recommendation from the current committee chair.
- The duties of the committee chairs are to guide the work of their committee so that it achieves its mandate and achieves its statues annual objectives