



**Director and Leadership Job Descriptions**  
Version: Feb 2025

Application Opens: March 3, 2025  
Application Closes: March 27, 2025  
Term Starts: Nov. 1, 2025  
Board of Directors Term Stops: Oct. 31, 2028  
Vice Chair Term Stops: Oct. 31, 2029

**Term of Office**

Directors: Three years beginning and ending Nov. 1

Vice Chair: Four years serving for one year in the following roles: Vice Chair, Chair-Elect, Chair and Immediate Past Chair

**Method of Appointment**

Directors and the Vice Chair shall be elected by the voting members of HIVMA as described in the Society's bylaws.

**Roles**

Director: Member of the Board of Directors

Vice Chair: Member of the Board of Directors and Executive Committee

HIVMA Representative to the IDSA Board of Directors: HIVMA Board Member, IDSA Board Member, HIVMA Executive Committee member

**Accountability**

Reports to: Board of Directors

Staff Liaison: HIVMA Executive Director

**Estimated Time Commitment:** 75 to 80 hours per year

**Director**

- Board of Directors Meetings (up to six one-hour virtual meetings per year)
- Board of Directors Meetings (two in-person meetings per year — one all-day meeting the spring in Washington, D.C., with optional advocacy day, and one, half-day meeting in the fall)
- Participate in working groups or engage in other activities to advance HIVMA's strategic priorities
- Respond to electronic communications including reviewing and approving policy positions or other documents (three to four hours per month)

**HIVMA Representative to the IDSA Board of Directors**

In addition to participating in HIVMA Board meetings, the IDSA Board of Director Representative participates in

- Board of Director in-person meetings (March, June, November)
- Board of Director conference calls (up to three calls per year)

See also the [IDSA Board of Director Job description](#)

## **Chair Track**

In addition to the Director commitment:

- Participate in monthly Executive Committee virtual meetings
- Review and respond as a member of the Executive Committee to policy and programmatic time-sensitive issues (two to three hours per week)
- During the year as Chair, an additional up to two to three hours per week may be required to review and sign off on time-sensitive communications

## **Essential Duties and Responsibilities**

In collaboration with the full Board of Directors:

- Exercise duty of care: Act honestly, reasonably and in good faith
- Exercise duty of obedience: Faithfully pursue HIVMA's mission and act consistently with policies, procedures and bylaws
- Exercise duty of loyalty: Act in the best interest of HIVMA and IDSA and disclose and avoid all conflicts of interests
- Inform and advance the strategic direction of HIVMA

Individually:

- Maintain active membership in HIVMA
- Prepare for, attend and actively participate in all Board of Director meetings and conference calls
- Promote the association's [strategic priorities and initiatives](#)
- Carry out special assignments as requested by the Chair, such as serving on work groups, reviewing clinical practice guidelines or other documents on behalf of HIVMA, or representing HIVMA in various settings
- Protect the confidentiality of the Society's proprietary and privileged information
- Make an annual contribution to the IDSA Foundation

## **Experience/Skills and Attributes – Directors**

- Recent volunteer experience with HIVMA or related experience locally or with another organization
- Embody principles of inclusion, diversity, access and equity
- Ability to think innovatively: Generates and encourages new ideas and develops tangible strategies to implement new initiatives
- Ability to exhibit sound decision-making: Remains objective in analyzing complex and ambiguous situations
- Ability to manage group dynamics and discussions effectively: Maintains an open, collegial atmosphere while keeping group discussions focused

## **Experience/Skills and Attributes – HIVMA Representative to the IDSA Board of Directors**

- In addition to Directors Skills and Attributes—previous service on the HIVMA Board of Directors

## **Experience/Skills and Attributes – Chair Track**

- Previous service on the HIVMA Board of Directors
- Ability to display leadership presence: Projects calm, confidence and poise with strong interpersonal skills

- Ability to think strategically: Anticipates future trends and can translate vision into clear and obtainable strategies
- Ability to lead and manage change: Influences others and builds coalitions to support key initiatives