



## Director and Leadership Job Descriptions

Version: 3/11/21

Application Opens: 3/15/21  
Application Closes: 4/16/21  
Term Start: 10/30/21  
Board of Directors Term Stop: 10/2024  
Vice Chair Term Stop: 10/2025

### Term of Office

Directors: Three years beginning and ending with IDWeek.

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

### Accountability

Reports to: Board of Directors

Staff Liaison: HIVMA Executive Director

**Hours Per Year:** 75 to 80

### Estimated Time Commitment

#### Director:

- Board of Directors Meetings (6 to 8 virtual one-hour meetings per year)
- Board of Directors Meetings (Two in-person meetings per year -- one all-day meeting in Washington, DC with optional advocacy day, and one, half-day meeting in conjunction with IDWeek)
- Respond to electronic communications including reviewing and approving policy positions or other documents (3 to 4 hours per month)

#### Chair Track:

In addition to the Director commitment:

- Participate in monthly 60-minute leadership calls.
- 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
- Advance HIVMA's [strategic priorities](#)

#### 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 – 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