

*NOTE: The following is a sample only. It is meant to help educate members and voting delegates on a potential board job profile under the proposed governance model. It will not be voted on by delegates during EIJ17. Any policy such as this must be discussed and voted on by the Board of Directors.*

## **SPJ Board of Directors**

### **Position Profile**

The Board of Directors will support the work of the Society and provide mission-based leadership and strategic governance. While day-to-day operations are led by SPJ's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific Board Member responsibilities include:

#### **Leadership, governance and oversight**

- Provide informed, inspired, future-oriented vision in positioning the Society as the leading protector and promoter of journalism in the country.
- Create, promote and, as necessary, revise the Society's strategic plan/initiatives.
- Serve as a trusted adviser to the Executive Director as s/he implements the Society's strategic plan/initiatives.
- Review outcomes and metrics for evaluating SPJ's impact, performance and effectiveness relates to the strategic plan/initiatives.
- Review agendas and supporting materials prior to board meetings. Preparation and active participation in meetings is expected.
- Approve the Society's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contribute to an annual performance evaluation of the Executive Director.
- Assist the Executive Director and Nominations Committee in identifying potential board members.
- Partner with the Executive Director and other board members to ensure that board policies and activities are carried out.
- Complete all requested tasks and board assignments fully and in a timely fashion.
- Represent SPJ to stakeholders, acting as an ambassador for the organization and its strategic plan/initiatives.
- Ensure SPJ's commitment to a diverse board and staff that reflects the communities the Society serves.

#### **Board terms/participation**

SPJ's elected at-large directors will serve two-year terms. Appointed directors will serve one-year terms, or until their replacements take office. Officers will serve one-year terms. Board meetings will be held in the spring (typically mid-April in Indianapolis) and fall (at convention). Other in-person meetings may be called for the winter (typically late January) and summer (typically June). Additional virtual meetings will be scheduled as needed to complete the business of the Society.

#### **Qualifications**

Board members will be passionate about SPJ's mission, with a track record of leadership. Ideally, selected board members will have achieved leadership stature in SPJ, as well as in their own careers and other volunteer involvements.

Ideal candidates will have the following qualifications:

- Demonstrated Strategic Thinking
  - Possessing the ability to see big picture, and how that vision relates to SPJ, is critical to being a successful leader.
- Proven Leadership Performance
  - Leadership requires knowledge, talent, skill, vitality and the ability to make a difference. In the Society's environment, that translates into a solid track record of contributing to the success of programs, events or projects.
- Commitment
  - Serving as an SPJ leader is both an honor and a reward, but it requires a demonstrated commitment to the organization and its mission and goals.
- Time to Serve
  - Participating fully in SPJ activities requires extra time to prepare for travel and attend meetings.
- Understanding of Team Work
  - Many people contribute their efforts toward the realization of SPJ's goals and objectives – no one does it alone. Well-developed interpersonal and communication skills are essential to effective team work.
- Sound Judgment and Integrity
  - In many instances, popularity brings potential leaders into the limelight of an association. But popularity must be tempered with good judgment and integrity. Decisions may need to be made that are not popular with members.
- Communication and "Teaching" Skills
  - By virtue of their position, leaders serve as mentors and teachers to future leaders. Enthusiasm – a zest for serving the Society is an important ingredient that leaders must be able to pass along to their successors.
- Ability to Set Aside Personal Interests
  - Leaders often emerge because of their special expertise or effective representation of a specific constituency. Leadership, however, may require subordinating those interests for the greater good of the association.

Service on the Society's Board of Directors is without remuneration, except for travel and accommodation expenses incurred while conducting board business. This is managed through a reimbursement policy, which is capped and may not cover all costs.