

# Imagery International

## Position Description – President/Board Chair

### General:

1. Ensures the effective participation and action of the board in governing and supporting the organization.
2. Oversees board affairs and acts as the representative of the board as a whole.
3. Acquires and communicates information to board members, staff members and overall membership of Imagery International.
4. Delegates tasks as necessary to stay in an overseeing role.
5. Provide leadership in all activities and events, and serves as chief volunteer of the Imagery International as a role model for others.

### Community:

Represents the membership-at-large to the media and the community on behalf of Imagery International.

### Legal:

Responsible for overseeing that appropriate forms to the IRS are submitted in a timely manner.

### Meetings:

1. Develops agendas for board meetings, annual membership meetings, and annual board retreat.
2. Attends and oversees monthly virtual board meetings, annual membership meeting, and annual board retreat keeping the conversation on track and following standard meeting protocol.
3. Helps to build participation and good working dynamic between board members.

### Committees:

1. Makes recommendations to the board about which committees are to be established and continued.
2. Recruits volunteers for committees and coordinates individual board member assignments.
3. Ensures that each committee has a chairperson and communicates with chairpersons to be sure that their work is carried out.
4. Identifies committee recommendations for presentation to the full board.

### Office Administrator:

1. Establishes search and selection committee (usually acts as co-chair with Treasurer) for hiring an office administrator.
2. Convenes board discussions on evaluating the office administrator and negotiating compensation and benefits package; conveys information to the

# Imagery International

hired candidate.

3. Oversees and communicates with office administrator.
4. Periodically reviews performance and recommends pay increase for discussion and approval by the board.

## **Board Affairs:**

Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

## **Annual Conference:**

Co-hosts the annual weekend conference of Imagery International and leads the annual members' meeting.

## **Annual Board Retreat:**

1. Develops agenda for board retreat, and oversees topics of discussion ensuring that topics have been fully addressed.
2. Creates a relaxed, natural environment conducive to reviewing, evaluation and planning for Imagery International.

## **Skills a President/Board Chair should possess:**

- Intelligence
- Curiosity
- Thorough knowledge of the field
- Group dynamic skills
- Good self image
- Supervision experience
- Good communication skills (verbal and written)
- Meeting management skills
- Good boundaries
- Patience

## **BOARD ROLES AND RESPONSIBILITIES**

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the association has adequate resources to advance its mission.

# Imagery International

One of the most important responsibilities for many boards is to hire and set the compensation of a talented CEO/executive director (in our case, it's an administrator) to run the day-to-day management activities of the organization. When there are paid staff in place, rather than steer the boat by managing day-to-day operations, board members provide foresight, oversight, and insight: think of them as up in the crow's nest scanning the horizon for signs of storms or rainbows to explore, perhaps with a pot of gold at the end! Yes, board members - your role as stewards of the associations DOES involve fundraising. And...at the Imagery International we are big promoters of the important role board members play as advocates for the association's mission.

## THE BASICS

What's the role of the board of directors of a association corporation?

Just as for any corporation, the board of directors of a association has three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience."

1. Duty of Care: Take care of the association by ensuring prudent use of all assets, including facility, people, and good will;
2. Duty of Loyalty: Ensure that the association's activities and transactions are, first and foremost, advancing its mission. Recognize and disclose conflicts of interest. Make decisions that are in the best interest of the association corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
3. Duty of Obedience: Ensure that the association obeys applicable laws and regulations; follows its own bylaws; and that the association adheres to its stated corporate purposes/mission.

However, a board of directors does not exist solely to fulfill legal duties and serve as a fiduciary of the organization's assets. Board members also play very significant roles providing guidance to associations by contributing to the organization's culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates. Beyond fulfilling legal duties, board members can be important resources for the organization in multiple ways.

# Imagery International

## WHAT MAKES A GOOD BOARD MEMBER?

While all effective board members understand and meet their basic responsibilities, truly exceptional board members do more. In addition to highlighting important behaviors to avoid, this outlines six characteristics of good board members, including:

- focus on listening
  - ask naïve questions
  - serve as ambassadors for the organization
- 

Imagery International promotes therapeutic benefits of imagery for healing and personal growth, and the gifts and power of imagery.

We provide creative tools for practitioners, teachers, lovers of imagery worldwide.

*The purposes of Imagery International are:*

- To foster fellowship, enhance communication, encourage personal and professional development, provide educational support and establish a forum for individuals whose common bond is interest in the practice and expanded use of Imagery for the enhancement of health and well-being.
- To develop, teach, foster, and broaden the awareness and use of Imagery in support of innate personal healing.

### ***How we see our evolving purpose***

- To spread the seeds of imagery awareness, thereby raising the collective consciousness about the gifts and power of imagery
- To support members with a platform for publication and marketing
- To provide opportunities for connection, teaching and learning to those who love imagery worldwide