



POSITION DESCRIPTION

Position Title:	Manager, Governance	Department:	People & Strategy
Reports To:	Chief of Staff	Supervises:	Non-applicable
FLSA Status:	Exempt	Effective Date:	July 1, 2022

General Description:

The Manager, Governance reports directly to the Director, Engagement and has no supervisory responsibilities. This position also works closely with AASLD's Chief of Staff and CEO on organizational governance activities including the Governing Board meetings. Manages the annual leadership nominations, elections, member recognition, committee nominations and appointment processes. Provides logistical support to Governing Board meetings and ensures successful implementation/completion of all board meetings and materials. Tracks and maintains governance policies. This position has extensive membership contact, high visibility, and interaction with member leaders as well as with internal and external stakeholders. Serves as a staff liaison to Nominating and Distinguished Awards Committees.

Key Responsibilities:

Governance:

- Manages key logistics for the Governing Board and Executive Committee meetings, including preparation of agenda materials, handouts and minutes. Creates PowerPoint slides for these meetings.
- Takes minutes at Governing Board and Executive Committee meetings and reports presence of quorum.
- Manages nominations and elections for leadership positions and standing committees, annual leadership nominations, elections, committee nominations and appointment processes.
- Tracks and updates the AASLD's Governing Board approved policies and maintains current policy document.
- Maintains and updates Governance content portion of website, including Governing Board bios and other relevant information.
- Prepares correspondence and reports as assigned, on governance activities.
- Coordinates invitations for the Leadership Meeting at DDW, manages RSVPs, prepares handouts materials, and assist with the preparation of the slide presentations.
- Manages quarterly update of summary of disclosures for Governing Board members.
- Manages and updates leadership calendar and make sure calendar is distributed to staff
- Provide maintenance and upkeep of all critical governing documents (minutes, bylaws, article of incorporation, etc.)
- Work in conjunction with the Chief of Staff and CEO to develop and plan annual orientation for new Governing Board members.
- Manages key logistics for planning and execution of Annual Business Meeting.

Committees:

- Serves as a staff liaison to the Nominating and Distinguished Awards Committees. Prepares minutes of committee meetings and manages committee follow-up work.
- Prepares invitations to newly appointed committee chairs and members.
- Tracks nominees, responses and requested documentation.
- Updates the records of members appointed to committees in the database and generates committee rosters annually to staff liaisons for standing committees Make roster changes as requested.



- Maintains committee records in the AMS.
- Requests and summarizes updated conflict-of-interest disclosures for current committee members.
- Research missing member information and enters in the AMS.
- Ensures that standing committee conflict-of-interest disclosures and rosters are updated annually and on an ongoing basis.

Leadership, Nominations and Election Processes:

- Manages logistics for the Governing Board, Nominating Committee, and Ethics Committee Chair Nominations and election processes.
- Prepares the Call for Nominations for leadership election positions and related communications to the membership with input from Director, Engagement and Chief of Staff.
- Creates and manages the Election Ballot.
- Informs finalists who were selected by the Nominating Committee for the ballot for election by the membership. Prepares letters to unsuccessful candidates.
- Administers the annual election and prepares the election report under direction of Director, Engagement.
- Prepares and manages budgets for the Nominating and Research Awards Committees in consultation with Chief of Staff and Director, Engagement.

Volunteer Recognition

- Manages volunteer recognition, including planning and execution of Distinguished Awards and Annual Business Meeting.
- Manages the Distinguished Awards process, including preparation of initial notifications, collection of photos, profiles, list of guests and presenter names.
- Purchases the awards, prepares award check requests and responsible for ensuring awards are delivered in a timely manner.
- Manages invitations to Committee and Special Interest Group (SIG) Chairs to online leadership sessions and in-person meetings. Prepares agenda, handouts and slide presentations.
- Oversees the preparation of recognition certificates for committee members at the end of their terms.
- Oversees the purchase of recognition awards for presentation to Governing Board members and Committee and Special Interest Group (SIG) Chairs at the end of their terms.
- Assists with the distribution of materials at the Annual Business Meeting and monitor attendees to report the presence of a quorum. Tracks overall attendance for Annual Business Meeting.

Other duties as assigned by Director, Engagement.

Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience.
- The job requires 3-6 years of experience in a similar role and relevant subject matter expertise.

Skills Needed in Position

- Knowledge of AMS database required.
- Strong to advanced knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint), database management systems and Adobe Acrobat.
- Communication skills: Ability to communicate in a clear and concise manner with individuals at all levels. Skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed.



- Strategic thinking problem-solving skills: strong eye for detail as well as skill in anticipating future consequences and trends, making decisions congruent with the organization's strategic direction, mission and goals, and developing new approaches to solve problems or improve processes.
- Planning and organizing skills: skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively. Ability to work independently and to successfully juggle multiple and/or competing priorities in an efficient and effective manner.
- Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

AASLD requires all employees to be fully vaccinated against the COVID-19 virus. Vaccination verification is required.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD