



IASHEP'S BOARD MEMBER JOB DESCRIPTION POLICY

Expectations of the Board as a Whole

The mission of the International Association of Safety, Health & Environmental Professionals Board of Directors and IASHEP staff is to be the governing body of IASHEP. Individuals who sit on the International Association of Safety, Health & Environmental Professionals Board of Directors and IASHEP are responsible for overseeing the organization's activities. The International Association of Safety, Health & Environmental Professionals Board of Directors will meet periodically to discuss and vote on the affairs of the International Association of Safety, Health & environmental Professionals Board of Directors and IASHEP organization.

At a minimum, an annual meeting of the International Association of Safety, Health & environmental Professionals Board of Directors must occur with all board members present either in person or by phone. Additional meetings are likely to take place throughout the year so the International Association of Safety, Health & Environmental Professionals Board of Directors and IASHEP board members can discuss and make other necessary decisions. The International Association of Safety, Health & Environmental Professionals Board of Directors are not set up to be permanent positions; the term of IASHEP Board of Directors is set at a minimum of three (3) years and not to exceed six (6) years.

As the highest leadership body of the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors is to satisfy its fiduciary duties of the International Association of Safety, Health & Environmental Professionals.

The International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors are responsible for;

- Determining the mission and purposes of the organization

- Selecting and evaluating the performance of the chief executive strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Executive Director / CEO Job Description

The Executive Director / CEO is the key management leader of the International Association of Safety, Health & Environmental Professionals (IASHEP). The Executive Director / CEO is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- Works with board in order to fulfill the organization mission.
- Responsible for leading the International Association of Safety, Health & Environmental Professionals (IASHEP) in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of the International Association of Safety, Health & Environmental Professionals (IASHEP), to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- Responsible for fundraising and developing other resources necessary to support the International Association of Safety, Health & Environmental Professionals (IASHEP)'s mission.
- Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of the International Association of Safety, Health & Environmental Professionals (IASHEP)'s programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the International Association of Safety, Health & Environmental Professionals (IASHEP) can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the International Association of Safety, Health & Environmental Professionals (IASHEP)'s image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Responsible effective administration of the International Association of Safety, Health & Environmental Professionals (IASHEP) operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as the International Association of Safety, Health & Environmental Professionals (IASHEP) primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the International Association of Safety, Health & Environmental Professionals (IASHEP) Mission.
- Reports to and work closely with the International Association of Safety, Health & Environmental Professionals (IASHEP) to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Association throughout the State.

- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors.

Board Secretary / Treasurer Job Description

- The Secretary/Treasurer will act in a strategic manner that emphasizes long-range vision, proactive leadership on key financial issues, and policy development that will define and guide the ongoing work of the the International Association of Safety, Health & Environmental Professionals (IASHEP).

Purpose: The purpose and role of the International Association of Safety, Health & Environmental Professionals (IASHEP) Secretary/Treasurer is to oversee the financial position of the association and to report on the financial position of the association: quarterly to the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors; and annually to the Annual General Meeting.

The International Association of Safety, Health & Environmental Professionals (IASHEP) is to ensure that the records and minutes of the International Association of Safety, Health & Environmental Professionals (IASHEP) are maintained in accordance with the By-Laws.

Responsibilities: The Secretary/Treasurer shall:

1. Act as a member of the Executive Committee
2. Oversee and review the monthly financial statements
3. Call and preside over meetings of the Finance Committee, including development of the meeting agenda
4. Ensure that the association's financial policies are respected
5. Ensure that Secretary/Treasurer duties routinely carried out by the International Association of Safety, Health & Environmental Professionals (IASHEP) staff are completed and reported to the Executive Director /

CEO and the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors.

6. Present the financial statements to the bi-annual the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors meetings

7. Approve the draft annual budget prior to presentation to the International Association of Safety, Health & Environmental Professionals (IASHEP) Board of Directors

8. Oversee the preparation of the annual audited financial statements

9. Sign the annual audited financial statements after they have been approved by the IASHEP Board of Directors

10. Present the annual audited financial statements to the Annual General Meeting

11. Presents the motion at the Annual General Meeting to appoint auditors for the association

- 12. Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors and will ensure that the minutes are maintained at the the International Association of Safety, Health & Environmental Professionals (IASHEP) office.

COMMITTIES

- **Nominating Committee** shall be responsible for verifying the membership, conflict of interest and professional affiliation status of each nominee. Each year, the Nominating Committee shall submit its slate for election of various IASHEP Committee members and the and Board of Executive Directors Members for ratification of the selection process.
- **Examination Committee** which shall be appointed by the Executive Director and approved by the IASHEP Board of Directors Members . The Executive Directors Consultant(s), other designated employees shall serve on the committee without vote.
- **The Examination Committee** is responsible for the development, maintenance, administration, and review of the examinations and examination procedures and for regularly conducting studies to ensure the validity of the examinations.
- **Continuance of Certification Committee** shall be appointed by the Executive Director and approved by the Board of Directors Members. The Continuance of Certification Committee shall be responsible for establishing

Continuance of Certification criteria and process and audit of Continuance of Certification submissions.

- **Professional Development Committee** shall be appointed by the Executive Director and approved by the Board of Directors Members. The Professional Development Committee shall be responsible for maintaining liaison with other professional organizations, enhancement of the professional status of IASHEP professional certifications, development of public relations, government relations and marketing programs.
- **Professional Standards Committee** shall be appointed by the Executive Director and approved by the Board of Directors Members. The Professional Standards Committee shall be responsible for setting educational and experience standards for certification candidates, establishing and overseeing policies and procedures related to evaluation of candidate qualifications, maintaining a Code of Professional Conduct for certificate holders and promoting ethical practice.

The Executive Director may create additional committees, in addition to those named in these Bylaws, and delegate to them such powers and duties as deemed advisable.

- **The Awards Committee** shall consist of at least five (5) Voting Members selected by the Executive Director. The Committee Chair will be a current Board of Directors member selected by the Executive Director. The Committee will recommend nominees for scholarships or other awards to be conferred by IASHEP). Such recommendations shall be in conformance with any guidelines established by the Board for the various awards. The Committee may meet by teleconference.

NOTHING ELSE FOLLOWS