

ASBMB Position Description: Councilor

Position Title: Councilor, Council

Description: The ASBMB governing body is the Council, which has authority and is responsible for governance of ASBMB. The Council establishes policy and monitors implementation of policy by ASBMB's staff under the direction of the Chief Executive Officer. Broadly, it is a Board's role to set direction and strategy; ensure the organization has the necessary resources; and provide oversight. ASBMB councilors have authority only when acting as a body in regular or special meetings of the Society.

Position Roles and Responsibilities

Society Direction-Setting and Mission Adherence

- Adhere to and seek to achieve the mission of the Society, which is reviewed, affirmed, and set by the Council.
- Consider themselves as "trustees" and do their best to ensure that ASBMB is well maintained, financially secure, and operating in the best interests of the membership and profession.
- Attempt to interpret the needs of ASBMB constituents and the broader field of biochemistry and molecular biology, and properly and fairly interpret the actions of ASBMB to its constituents and broader mission.
- Represent all constituents of ASBMB (not a particular segment or interest group).
- Provide strategic and generative leadership to help anticipate upcoming needs and trends and shape ASBMB's direction toward those needs when consistent with mission.
- Supervise and approve committee activity.
- Establish policies of the Society.

Fiduciary Duties

- Hire and evaluate the Chief Executive Officer
- Have charge of funds and endowments of the Society and set dues for membership.
- Set qualifications, criteria, and privileges of membership.
- Appoint journal editors-in-chief.

Other Important Duties

- Attend Council meetings.
- Prescribe duties, in addition to those outlined in the bylaws, to officers when deemed necessary.
- Fill vacancies in elective positions.
- Review proposed charges and appointments for the creation of new standing or special committees.
- Propose amendments to the Bylaws when deemed appropriate.
- In the absence of the President, President-Elect, and Past President, appoint Temporary Chair of the Council.

Qualifications:

- Current ASBMB membership.
- Knowledge of ASBMB’s mission, policies, programs, services, strengths, and needs.
- Knowledge of the goals of ASBMB and detailed understanding of the Society activities from prior participation on committees or other engagements with the Society is strongly preferred.
- Necessary bandwidth to participate fully and complete responsibilities of the office.
- The ability to think strategically and analytically and to effectively communicate thoughts and the reasons for them.
- Ability to be open and listen and hear and value all perspectives.
- Possession of earned respect of other key stakeholder group members.
- The ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
- Demonstrated understanding of the differences between “oversight” and “supervision.”
- Earned reputation for emotional maturity, personal integrity, and honesty.
- A demonstrated familiarity with the body of knowledge related to both the process for which the Council is responsible as well as the substantive content of the subject area within which decisions and choices will have to be made.

Commitment:

- 3-year term. None of the elected or appointment members shall be eligible for re-election or re-appointment for more than two consecutive terms.
- Two to three annual, 1.5-day in-person meetings of the Council. A spring meeting in conjunction with ASBMB’s Annual Meeting, and a summer and fall meeting at ASBMB headquarters in Rockville, Maryland. ASBMB covers councilor travel expenses for the Rockville meetings and provides partial expense coverage for the spring meeting. Attendance to these meetings is required for councilors, and councilors are expected to review and be familiar with advanced material shared pre-meeting.
- Limited, additional meetings as needed, typically by videoconference.
- Engage in limited business conducted by email.

Orientation:

- A videoconference to review and discuss the expectations and fiduciary roles of Council members.

Recognition and Reward:

- Complimentary registration to the ASBMB Annual Meeting.
- Receive a commemorative plaque.

Benefits:

- Help to shape the future of the organization and the field.
- Opportunity to engage, network, and exchange ideas with leaders in the community.