



*Thank you for considering Board service for the IPPS Eastern Region! This document provides the details of service that can assist you in your decision to throw your hat into the ring. If you are interested in serving or have questions, please email this year's Nominations Committee Chair, Winston Dunwell, to let him know by March 17 ([winston.dunwell@uky.edu](mailto:winston.dunwell@uky.edu)).*

*The pool of candidates who agree to serve are presented to the board at the mid-year board meetings to be held in March 2021. The final selection is based on geography, affiliation, gender, etc. to balance board representation across those criteria. Those nominated will be informed and the election will take place at the annual general meeting held during the annual conference September/October. Those not selected to serve will be so notified after April 15 and their names held in a reserve pool for potential future service.*

## **Guide to the IPPS Eastern Region Board of Directors**

The Mission of the IPPS Eastern Region is to provide a forum for education and information exchange among plant professionals.

### **What does the Board do?**

The IPPS Eastern Region Board of Directors is responsible for the well-being and future of the organization and has the full authority to conduct the affairs of the Region.

- The Board manages the Society's resources and promotes the Society's image.
- The Board determines the scope and extent of the activities of the Region and defines and carries out its policies.
- The Board determines the procedure for membership application and the rate of annual dues.
- The Board elects and employs such officers and employees as the Board deems necessary.
- The Board of Directors is responsible for the Annual General Meeting, the Annual Conference, Area Meetings and other convocations of Members.

The Eastern Region Operations Manual serves as a reference on all matters of Regional operations. It provides detailed information about the organization and policies of the Eastern Region. The manual may be amended or revised at the discretion of the Board of Directors.

## **What is the Board make-up?**

The IPPS Eastern Region Board of Directors consists of 10 elected voting members (President, First Vice-President, Second Vice-President, Past President and six Directors) and serves as the governing and policy making body of the Region. The International Delegate and Alternate International Delegate are non-voting members of the Board.

The term of service for Directors begins following his/her election at the Annual General Meeting and continues for a three-year term. Two new Directors are added to the Board each year as two Directors rotate off the Board. New directors as well as those leaving the Board should attend the second Board meeting at the Annual Meeting.

## **When does the Board meet?**

Our board and committees are currently conducting meetings by video conference. When it is possible to meet in person again, meetings will likely be held in conjunction with our annual conference in the fall.

Historically, two regular meetings of the Board of Directors are held each year in connection with the Annual Conference. The first meeting is typically held at the host hotel from 2:00-7:00pm the day before the pre-conference tour is scheduled. The second meeting is typically one hour in length and is held on the last day of the conference, as either a breakfast meeting or at the end of the conference.

The mid-year business meeting is conducted in February and March, either at a face to face weekend meeting or via a series of conference calls. Those unable to attend the face to face meeting, usually held at the site of the upcoming annual conference, may participate by conference call. The face to face meeting typically is held from 2:00-7:00pm on Saturday and 8:00am – noon on Sunday.

## **Is there any financial support for Board members?**

Board service is voluntary. No financial support is given for attending the fall board meetings. If the mid-year meeting is held face to face, IPPS pays for dinner and breakfast and offers limited financial support to attendees to help defray travel expenses. The amount is approved each year, but the board recently increased the payment to \$500 per board member if the budget allows.

## **Is the IPPS Eastern Region insured?**

The IPPS Eastern Region annually renews three insurance policies: General Liability which covers property damage, Directors and Officers Liability which covers the actions of the leadership and Event Cancellation which covers our annual conference.

## **What are my responsibilities as a Director?**

- Serve as voting members of the Board of Directors and serve as Committee Chairpersons as assigned by the President.
- Attend all meetings of the Eastern Region IPPS Board of Directors.
- Prepare for meetings by reviewing the agenda and supporting documents.

- Most Directors will be asked to serve as either a Committee Chair or as a Board Representative to a Committee that has a non-board member chair. The President makes committee assignments during the second board meeting at the Annual meeting or shortly thereafter. Between Annual Meetings, Committee work is conducted by conference calls using the regional service or by e-mail correspondence. The Committee Chair invites committee members to participate in a conference call to further the work of the committee.
- Submit any Committee reports to the Executive Secretary-Treasurer by the stated deadline prior to each Board meeting so that reports can be collated and distributed for review prior to the meeting.
- The Chairperson of the committee or the Board Representative will provide a summary of the committee's activities at the mid-year and annual Board of Directors' meetings.
- Reports of the Region's Committees must be also be presented at the Annual Business Meeting held during the annual conference. A written report shall be given to the Editor.
- Provide guidance for the policy decisions that govern the Society.
- Serve as a means of communication between the general membership and the Board of Directors.
- Assist the Nominating Committee in identifying future leaders
- Promote the Society to others.

### **What else do I need to know?**

We have recently updated our Operations Manual (formerly call the Policy Manual) which details the duties and responsibilities of all board members, staff members and committees. The Operations Manual as well as the list of staff and committees will be made available to all board members.

The Executive Secretary/Treasurer can be contacted for assistance: [ippser@gmail.com](mailto:ippser@gmail.com) or 888-679-4024.

The administrative year of the Eastern Region starts with the adjournment of the Annual Meeting and concludes with the adjournment of the next succeeding Annual Meeting.

The fiscal year of the Eastern Region runs from July 1 to June 30.

Meetings follow Roberts Rules of Order but are relaxed and informal providing an atmosphere where all are welcome to share their point of view.