



POSITION DESCRIPTION

PUBLIC & GOVERNMENTAL AFFAIRS DIRECTOR

BASIC FUNCTIONS

Serves as public and governmental affairs director, representing the entire membership in carrying out the professional activities of the Society concerned with public and governmental affairs. Exercises personal leadership in the motivation of division representatives, committee officers, committee members and staff to act in the best interests of the Society on public and governmental affairs issues consistent with the financial resources available. Guides the development and implementation of long-range plans and short term goals and objectives for the organization with regard to public and governmental affairs issues. Seeks approval for and/or informs the Board of public and governmental affairs activities undertaken on behalf of the Society. Acts as spokesperson and takes an important part in monitoring and evaluating organizational performance and effectiveness with regard to public and governmental affairs issues.

NATURE AND SCOPE

1. Position Information

The Public & Governmental Affairs Director must be a voting member of TMS and is nominated by the Nominating Committee, one year in advance of assuming office. The Public & Governmental Affairs Director must be elected by the voting members. The Public & Governmental Affairs Director holds office for three years commencing with the convening of the organizing meeting of the new Board of Directors, immediately following the annual meeting of the prior Board of Directors. The Public & Governmental Affairs Director is typically elected for one three-year term, but is eligible for reelection to the directorship an additional three year term.

As the director for public and governmental affairs of TMS, many of the director's activities will be related to serving as a member of the Board of Directors and serving as a chairperson of the Public & Governmental Affairs Committee. The Public & Governmental Affairs Director will be expected to attend the meetings each year of the Board of Directors as well as lead a minimum of two meetings each year of the Public & Governmental Affairs Committee.

During his/her term of office, the Public & Governmental Affairs Director serves as a voting member of the Board of Directors and the Public & Governmental Affairs Committee.

In carrying out his/her responsibilities as chairperson of the Public & Governmental Affairs Committee, he/she will support the mission of the Public & Governmental Affairs Committee which is to "plan, coordinate, execute, monitor and support the TMS role and mission in public and governmental affairs." It reviews and recommends appropriate plans for more effective representations of the materials community in related public and governmental affairs, provides technical resources and information to appropriate agencies and congress, provides guidelines for the TMS relationship with other societies and umbrella organizations (such as AAES, etc.), provides input to the TMS President regarding policy issues and position papers, and plans for techno-informational sessions on materials related issues and initiatives.

2. Expected Results

Within the limits of the TMS Bylaws and Administrative and Policy Manual, and in partnership with the staff liaison to the committee, the Public & Governmental Affairs Director is responsible and has commensurate authority to accomplish the duties set forth below:

- A. Serve as a member of the Board of Directors and the Public & Governmental Affairs Committee with the right to vote.
- B. Serve as chair of the TMS Public & Governmental Affairs Committee with liaison responsibility from this committee to the Board.
- C. Provide leadership to the Committee in developing and augmenting policy, keeping the strategic planning process moving forward and auditing its implementation.
- D. Calls Committee meetings as delineated in the Committee Bylaws.
- E. Present orally and/or in writing a report to the Board of Directors on the status of committee activities at Board meetings.
- F. Act as spokesperson for the Public & Governmental Affairs Committee.
- G. Keep the Board of Directors informed on the condition and operations of the Public & Governmental Affairs Committee.
- H. Work with the Public & Governmental Affairs Committee and the Executive Director in planning, formulating and presenting to the Board of Directors basic policies and programs that will further the purposes and Strategic Plan of the Society in the public and governmental affairs arena.
- I. Exercise personal leadership in the motivation of other board members, committee members, the membership and staff to fulfill the purpose and Strategic Plan of the Society in the public and governmental affairs arena.
- J. Support and defend policies and programs adopted by the Board of Directors.

3. Selection Criteria

Skills Required

- A. Knowledge of the conceptual foundations and driving force of the Society.
- B. Demonstrated ability to organize and plan effectively.
- C. Demonstrated ability to produce results through others while generating positive support.
- D. Demonstrated ability to work effectively toward common goals as a team member.
- E. Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents.
- F. Demonstrated ability to lead and influence in areas of responsibility.
- G. Demonstrated ability at win-win negotiating.
- H. Demonstrated ability to identify and resolve problems to produce positive results.

Qualifications Required

- A. Has time and employer commitment necessary to fulfill office.
- B. Has relevant successful national and local performance record with TMS.
- C. Committed to TMS mission, vision, and long-range goals.
- D. Is perceived as professionally competent with a high level of integrity and commitment to TMS.
- E. Has the positive and responsible image appropriate to TMS.

Qualifications Desired

- A. Previous experience as a member of the TMS Public & Governmental Affairs Committee.
- B. Has employer's financial support.
- C. Has successful experience in managing a budget.
- D. Has successful experience in managing people.
- E. Has prior experience in leading a voluntary and decentralized organization.

Personal Characteristics

- A. Enthusiasm
- B. Flexibility
- C. Commitment to excellence
- D. High level of integrity
- E. Competence
- F. Leadership

Note: New Board members are required to sign a Conflict of Interest Statement.