



## INTEGRATED PROGRAM MANAGEMENT DIVISION BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

The Integrated Program Management Division (IPMD) Board of Directors (BOD) consists of the Chair, Vice-Chair – Strategy, Vice Chair – Operations, Officers-at-Large, and active Past-Chairs as defined in the IPMD Charter.

The IPMD Charter outlines the general duties and responsibilities for the Division’s BOD as well as the Chair and Vice-Chairs. The following provisions list other specific roles, responsibilities, and actions members of the BOD perform to govern the Division effectively that are not otherwise discussed in the IPMD Charter.

### DIVISION BOARD MEMBERS

- a. Support and hold accountable other members of the BOD as well as the Division Committee Chairs.
- b. Provide guidance and mentoring as well as act as a liaison between the Division Committees and the BOD.
- c. Propose prospective board members and support the Division Nominating Committee vetting activities.
- d. Support Division Chair and Vice Chair succession planning.
- e. Periodically conduct a self-review of board performance including its composition, organization, and responsibilities. Identify actions to improve board performance.
- f. Meet as a board no fewer than three times per year to discuss and update Division strategy, objectives, and priorities. At a minimum, these meetings may occur prior to or after the regular Division meetings.
- g. Support Division meetings, assist the Division Chair and Vice Chairs to seek out Division meeting sponsors, identify agenda topics, and secure speakers.
- h. Welcome new attendees at the Division meetings, introduce them to board members as well as regular Division meeting attendees, and invite them to participate in Division Committee activities.
- i. Support the Division Chair and Vice Chairs in the execution of the Division meetings.

### DIVISION CHAIR

- a. Provides vision and strategy for the future of IPMD and IPMD operations.
- b. Guides Division Vice Chairs and NDIA support personnel in getting speakers as well as setting up panels for Division meetings. Coordinates with the NDIA Executive Committee to include regular NDIA executive presentations at the Division meetings.
- c. Works with the Division Vice Chairs and the NDIA event planner to identify Division meeting sponsors and locations.

- d. Leads the effort to support and hold accountable other members of the BOD and Division Committee Chairs.
- e. Tasks Division Committee Chairs with specific work assignments in alignment with the committee's approved charter and objectives in agreement with the majority of the board members.
- f. Makes the final decision to create or disband Division Committees in agreement with the majority of the board members.
- g. Sets the timetable for regular BOD telecom meetings.
- h. Creates the agenda for BOD telecom and face-to-face meetings.
- i. Approves BOD and Division meeting minutes.
- j. Confirms voting results from the Division Nominating Committee and archives results.

#### DIVISION VICE CHAIR – STRATEGY

- a. Supports the Division Chair in providing strategic connections with government departments/agencies and other industry associations.
- b. Supports the Division Chair in representing the IPMD with regular engagements outside of the Division.
- c. Supports the Division Chair and the BOD in planning and executing the IPMD strategic plan.
- d. Maintains the strategy documentation to ensure the Strategic Plan is current.
- e. Supports the Division Chair to identify Division meeting sponsors and locations.
- f. Supports the Division Chair, Division Vice Chair – Operations, and NDIA event planner in finding speakers, coordinating with speakers, and setting up panels for Division meetings. Supports coordination with the NDIA Executive Committee to include regular NDIA executive presentations at the Division meetings.
- g. Serves in place of the Division Chair when Chair is unavailable.
- h. Works in concert with the Division Vice Chair – Operations to ensure all Vice Chair responsibilities are met and the Division Chair, IPMD Board, and IPMD members are supported.

#### DIVISION VICE CHAIR – OPERATIONS

- a. Supports the Division Chair to support and hold accountable other members of the BOD and the Division Committee Chairs.
- b. Works with NDIA support personnel to maintain the IPMD membership voting roster. Provides the list to the Division Nominating Committee Chair or other BOD members responsible for tallying votes at committee meetings.
- c. Works with the NDIA event planner to track Division meeting preparation and monitor progress.
- d. Works with the NDIA event planner to communicate profit/loss for each Division meeting.
- e. Works with the Division Chair and the NDIA event planner to identify Division meeting sponsors and locations.
- f. Works with NDIA support personnel to send out membership notices regarding current issues, upcoming items for voting, electronic ballots, or distributing documents requiring membership approval in accordance with the Charter.
- g. Coordinates with the NDIA support personnel, Librarian, and Communications/Social Media Outreach to maintain IPMD web site content.
- h. Serves in place of the Division Chair or Vice Chair – Strategy at the request of the Chair or Vice Chair – Strategy.

- i. Works in concert with Division Vice Chair – Strategy to ensure all Vice Chair responsibilities are met and the Division Chair, IPMD Board, and IPMD members are supported.

### LIBRARIAN

- a. Collects and maintains source files, typically MS Word files, for all IPMD documents including the Charter, guides, marketing brochures, white papers, and related outputs from the BOD as well as Division Committees. Where possible, this also includes source image files.
- b. Posts source files on the NDIA document archive web site. Where applicable, board members or Division Committee Chairs may also post source files on the site.
- c. Provides source files to the current Division Committee Chairs or other IPMD members as applicable that are responsible for updating a guide, white paper, or other document.
- d. Maintains a current set of templates for board members and Division Committee Chairs. This includes the latest approved NDIA PowerPoint template and logo as well as a guides MS Word template.
- e. Coordinates with NDIA support personnel and Vice Chair of Operations to post updated documents and maintain other IPMD web site content.

### SECRETARY

- a. Produces BOD and Division meeting minutes. Provides minutes to the Chair for approval.
- b. Provides final BOD meeting minutes to the board members. Provides final Division meeting minutes to NDIA support personnel for posting on the Past Event IPMD web page.
- c. Coordinates with the NDIA event planner to distribute a meeting survey immediately following the conclusion of a Division meeting.
- d. Coordinates with the NDIA event planner to collect the results from Division meeting surveys and distributes to the board members. Prepares a summary of the meeting survey for the board members to identify action items for the next Division meeting.

### COMMUNICATIONS/SOCIAL MEDIA OUTREACH

- a. Maintains a checklist of communication activities.
- b. Works with board members to produce articles for publication in NDIA or other industry publications.
- c. Monitors and maintains the IPMD LinkedIn Group.
- d. Posts regular updates on LinkedIn about IPMD activities and achievements.
- e. Coordinates with NDIA support personnel and Librarian to maintain IPMD web site content.

### DIVISION NOMINATING COMMITTEE

- a. Maintains the board candidate vetting process documentation.
- b. Collects bios and intent statements from board member candidates in preparation for the membership voting process.
- c. Collects paper ballots at Division meetings, tallies and verifies results, and notifies the Division Chair of voting results.