



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

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

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

### INDIVIDUAL BOARD MEMBERS

- a. Support and hold accountable other members of the Board of Directors as well as the working group leaders.
- b. Provide guidance and mentoring to working group leaders.
- c. Propose prospective board members and support the Nominating Committee vetting activities.
- d. Support 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 face-to-face meetings occur prior to the regular Division meetings.
- g. Support Division meetings, assist the Chair and Vice Chair to 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 working group activities.
- i. Support the Chair and Vice Chair in the execution of the Division meetings.

### CHAIR

- a. Leads and coordinates getting speakers and setting up panels for Division meetings. Coordinates with the NDIA Executive Committee to include regular NDIA executive presentations at the Division meetings.
- b. Works with the Vice Chair and the NDIA event planner to identify Division meeting sponsors and locations.
- c. Leads the effort to support and hold accountable other members of the Board of Directors and the working group leaders.
- d. Tasks working group leaders with specific work assignments that are in alignment with the working group's approved charter and objectives.
- e. Makes the final decision to create or disband working groups in agreement with the majority of the board members.

- f. Sets the timetable for regular Board of Directors telecomm meetings.
- g. Creates the agenda for Board of Directors telecomm meetings and face-to-face Board of Directors meetings.
- h. Confirms voting results from the Nominating Committee and archives results.

#### VICE CHAIR

- a. Maintains the IPMD membership voting roster. Provides the list to the Nominating Committee chair or other BOD member responsible for tallying votes at committee meetings.
- b. Maintains the IPMD attendance roster.
- c. Works with the Meeting Coordinator to track Division meeting preparation and monitor progress.
- d. Works with the NDIA event planner to track profit/loss for each Division meeting.
- e. Works with the Chair and the NDIA event planner to identify Division meeting sponsors and locations.
- f. Sends 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 Librarian to maintain IPMD web site content.
- h. Serves in place of the Chair when Chair is unavailable.

#### 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 Board of Directors as well as working groups. Where possible, this also includes source image files.
- b. Posts source files on the NDIA SharePoint site. Where applicable, board members or working group leads may also post source files on the site.
- c. Provides source files to the current working group leads 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 working group leads. This includes the latest approved NDIA PowerPoint template and logo as well as a guides MS Word template.
- e. Coordinates with the NDIA webmaster to post updated documents and maintain other IPMD web site content.

#### MEETING COORDINATOR

- a. Maintains a Division meeting checklist as a means to identify and track meeting details. The meeting coordinator completes the checklist in coordination with the Vice Chair, NDIA event planner, and sponsor to confirm logistics as well as meeting room details for the next upcoming meeting.
- b. Produces and maintains the agenda for the next upcoming Division meeting coordinating with Chair, Vice Chair, board members, and NDIA event planner.
- c. Supports the Chair and Vice Chair in getting speakers and setting up panels as applicable.

### SECRETARY

- a. Produces Board of Directors and Division meeting minutes, distributes to board members for comment.
- b. Provides final meeting minutes to Board of Directors.
- c. Collects the Division meeting minutes and presentations, organizes content, converts the source files to PDF as applicable, and posts the files on the NDIA SharePoint site. Coordinates with the NDIA webmaster to post the meeting materials on the IPMD web site.

### COMMUNICATIONS/SOCIAL MEDIA OUTREACH

- a. Maintains a checklist of communication activities.
- b. Produces articles for publication in the Defense News magazine or other publications such as the CPM Measurable News. For Defense News articles, coordinates with the designated NDIA Executive Committee point of contact.
- c. Monitors and maintains the IPMD LinkedIn Group.
- d. Posts regular updates on LinkedIn about IPMD activities and achievements.
- e. Coordinates with the Librarian to maintain IPMD web site content.

### 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 Chair of voting results.
- d. Collects updates to the voting member roster and provides updates to the Vice Chair.