



## 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 – 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 Board of Directors as well as the Chair and Vice-Chairs. 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.

### DIVISION BOARD MEMBERS

- a. Support and hold accountable other members of the Board of Directors 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 Board of Directors.
- 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 face-to-face 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, Meeting Coordinator, and NDIA support personnel in 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.
- 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 Board of Directors and Division Committee Chairs.
- e. Tasks Division Committee Chairs with specific work assignments that are 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 Board of Directors telecom meetings.
- h. Creates the agenda for Board of Directors telecom and face-to-face meetings.
- i. 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 Board of Directors 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 Meeting Coordinator, 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 Board of Directors and the Division Committee Chairs.
- b. Maintains the IPMD membership voting roster. Provides the list to the Division Nominating Committee Chair or other BOD member responsible for tallying votes at committee meetings.
- c. Maintains the IPMD attendance roster.
- d. Works with the Meeting Coordinator to track Division meeting preparation and monitor progress.
- e. Works with the NDIA event planner to track profit/loss for each Division meeting.
- f. Works with the Division Chair and the NDIA event planner to identify Division meeting sponsors and locations.
- g. Sends out membership notices regarding current issues, upcoming items for voting, electronic ballots, or distributing documents requiring membership approval in accordance with the Charter.
- h. Coordinates with the Librarian to maintain IPMD web site content.
- i. Serves in place of the Division Chair or Vice Chair – Strategy at the request of the Chair or Vice Chair – Strategy.

- j. 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 Board of Directors as well as Division Committees. Where possible, this also includes source image files.
- b. Posts source files on the NDIA share file 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 the NDIA webmaster to post updated documents and maintain other IPMD web site content.

### MEETING COORDINATOR

- a. Leads the effort to conduct Division meetings throughout the year.
- b. Maintains a Division meeting checklist as a means to identify and track meeting details. The meeting coordinator completes the checklist in coordination with the Division Vice Chairs and NDIA event planner to confirm logistics, location, as well as meeting room details for the upcoming meetings.
- c. Coordinates with Division Committee Chairs and the NDIA event planner to arrange for meeting room requirements such as screen and projector or Polycom for the upcoming Division meeting.
- d. Coordinates with Division Chair, Vice Chairs, and NDIA event planner on the agenda and anticipated related activities such as networking events or special presentations for the Division meetings.
- e. Produces and maintains the agenda for the upcoming Division meeting.
- f. Works in conjunction with the Division Chair and Vice Chairs 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 the 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 share file web site. Coordinates with the NDIA webmaster to post the meeting materials on the IPMD web site.
- d. Coordinates with the NDIA event planner to distribute a meeting survey immediately following the conclusion of a Division meeting.
- e. 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 the Defense News magazine or other industry publications. 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.

### 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.
- d. Collects updates to the voting member roster and provides updates to the Division Vice Chair – Operations.