



Roles and Responsibilities of INGID Board Members

General Responsibilities for all INGID Board Members

All Board members and President should feel that they enjoy the work and contribute to the work of the Board. To be able to achieve this it is very important to understand the own role and responsibilities it is necessary to also understand the roles and responsibilities of the other Board members and the President.

All Board members should possess the following qualities: general, emotional and social competence, ability to identify and work with strengths and weaknesses of board colleagues and an interest to make it easy for others to take over by keeping clear records. Members of the Board should be interested in teamworking and possess teamworking skills, have an interest in economy, preparing strategic plans and budget.

According to Constitution it is not essential for any Board member to have English as their first language and other members need to be appreciative if English is not first language. It is also important to be flexible and understanding of different time zones for the Board meetings.

Role of the President

The President is the person who has the leadership of the INGID organisation within the Board, with all affiliated or appointed persons and committees and with external collaborators. The President is the spokesperson for INGID and is the one to take the final decisions by having the casting vote, if ever required.

Responsibilities of the President

- To lead INGID and to be the ultimate decision maker
- To establish short and long term plans and strategies for INGID
- To establish strong relationships and collaborations with other PID organisations
- To be ultimately responsible for authorisation of expenditure
- To be independent and fair with members and when in compromising positions
- To communicate and negotiate with industry about sponsorship, support and collaboration
- To assist with the preparation of the budget



Requirements for President

The President should possess the following qualities

- Open-minded, creative
- Diplomatic and with the capacity and willingness to find solutions, and if necessary, with the ability to make overriding decisions
- Integrity and ability to make decisions even uncomfortable decisions

The President ideally should have the following experiences

- Have been in leading positions of one or more Board/-s and with good references from this work
- Have developed strategic plans and led successful negotiations
- Have worked with and have an interest in economy, have the knowledge how to set up a budget, how to follow an organisation's finances and how to present the books of an organisation, and have the knowledge and ability to take decisions regarding the economy

Role of the Vice President

The Vice President is the person who stands in as President in the absence of the President. The Vice President must be prepared to take on the role and responsibilities of the President at any time if the President is not available. The Vice President then executes all duties and responsibilities described above.

Responsibilities of the Vice President

- To formulate a 5-year strategic plan for INGID with the Board
- To provide annual report of INGID's activities
- To gain an appreciation of membership requirements and financial obligations
- To create annual business plan and assisting with preparation of budget

Requirements for Vice President

The Vice President should possess the following qualities

- Open-minded, creative
- Interested in creating and maintaining internal and external contacts and in developing an organisation
- Ability to identify and work with strengths and weaknesses of board members

The Vice President ideally should have the following experiences

- As above



Role of the Treasurer

The Treasurer is the person who is accountable for the maintenance of accurate records of incoming and outgoing funds ensuring that records are kept up to date and maintaining transparency of the financial activities.

Responsibilities of the Treasurer

- To maintain electronic accounts for auditing purpose
- To authorise expenditure for day to day claims
- To ensure that records are audited in accordance with the Constitution
- To have the oversight of all funds
- To operationally be responsible for the financial budgeting and planning in accordance with strategic plans
- To present the treasury report bi-annually at the GM in detail

Requirements for Treasurer

The Treasurer should possess the following qualities

- Ability to ensure decisions are followed-up and show good timekeeping
- Have an orderly mind and methodical way of thinking
- Interested in maintaining internal and external contacts
- Interest to keep Board apprised of financial events, trends and concerns and with a willingness to explain figures to the other Board members

The Treasurer ideally should have the following experiences

- Have experience of financial control including managing cash flow and with good references from this work
- Have experiences of preparing of a budget, as well as regularly monitoring and comparing the revenues and incomes and expenses against the budget
- Have the ability to find out and execute financial reporting to authorities if needed and to see that the INGID organisation timely pays taxes or other fees

Role of the Secretary

The Secretary is the person who has the overall administrative role of the Board.

Responsibilities of the Secretary

- To organise Board meetings and prepare the Agenda together with the President
- To write the Minutes
- To check that agreed actions have occurred prior to meetings



- To follow up on day-to-day business and correspondence, responding to e-mails and general correspondence where it is required
- To maintain membership database

Requirements for Secretary

The Secretary should possess the following qualities

- Good organisation skills and good time management
- Have an orderly mind and methodical way of thinking and with a good eye for details
- Confidence with IT and computer programs
- Good communication skills, written and verbal
- Ability to ensure decisions are followed-up and demonstrate good timekeeping

The Secretary ideally should have the following experiences

- Have experience of acting as Secretary in one or more Board/-s and with good references from this work
- Have knowledge or experience of Board procedures
- Have ensured experiences of dealing promptly with correspondence, to take accurate note of meetings, make sure Board members receive all necessary material

Role of the Director of Communications

The Director of Communications is the person who maintains communication within INGID and gives INGID an external social media presence.

Responsibilities of the Director of Communications

- To be website manager with website company for maintenance and updating website and in collaboration with the President and the Secretary
- To have a social media presence using Twitter, Facebook and Instagram in collaboration with the President and the Secretary
- To develop communications strategies in line with agreed strategic plan/-s.
- To write reports of educational and professional meetings, ensuring members are kept up to date with all activities within INGID
- To seek out marketing opportunities at related conferences

Requirements for Director of Communications

The Director of Communications should possess the following qualities

- Creativity, writing skills and confidence as presenter
- Being strong in editing, proofreading, layout and design
- Being strong in project planning skills and having an ability to meet critical deadlines



- Interested in and knowledgeable of understanding communication practices, tools and techniques in social media

The Director of Communications should have the following experiences

- Have experience of acting as Director of Communications in one or more Board/-s and with good references from this work
- Have experiences of using communication practices, tools and techniques in social media
- Have ensured ability to communicate as presenter and with the ability to bring people together in supporting an idea/project
- Have ensured experience liaising with external stakeholders

Role of the Members of the Board

The Board members are the persons who contribute to the overall running of the work within the Board for INGID.

Responsibilities of the Members of the Board

- To work in whatever position and with whatever tasks the President and Board feels is necessary within reason
- To step up when needed into Board member positions as decided by the President
- To assist members of the Board with completing actions from Board meetings
- To complete delegated tasks as and when required
- To supervise sub committees/working groups
- To assist with strategic planning of INGID

Requirements for Board members

The Board Member should possess the following qualities

- Interested in maintaining internal and external contacts.
- Interested in learning
- Interested to spread the word about the organisation

The Board Members ideally should have the following experiences

- Have experience of serving at a Board
- Have ensured experience of executing tasks
- Have ensured ability to meet critical deadlines
- Have participated in developed strategic plans