



## **Open Positions for Elected 2025 HBA Global Board of Directors and Nominating Committee Roles**

### **Executive Committee:**

#### **Chair**

The Board Chair serves as an officer on the Board's Executive Committee and serves a one-year term with the option to be elected for one additional consecutive term upon reapplication. The Chair conducts the meetings of the association and has primary responsibility for its general welfare. When present, the Chair presides at all meetings of the Board of Directors, Executive Committee, and the annual business meeting. The Chair sees that all orders and resolutions of the Board of Directors and members are carried out.

#### **Vice-Chair**

The Vice-Chair serves as an officer on the Board's Executive Committee and serves a one-year term with the option to be elected for one additional consecutive term upon reapplication. The Vice-Chair will preside over meetings of the association in the absence of the association Chair. The Vice-Chair will have other responsibilities as assigned by the association Chair, Executive Committee, and/or Board of Directors.

#### **Secretary/Treasurer**

The Secretary/Treasurer serves as an officer on the Board's Executive Committee and serves a one-year term with the option to be elected for one additional consecutive term upon reapplication. The Secretary/Treasurer (or their designee) is responsible for the accuracy of Board documents, such as true minutes of Board of Directors, Executive Committee, and the Annual Business meeting, and the books of the institute and the fiscal and financial investment policies of the institute. Other duties may be prescribed by the association Chair, Executive Committee, and/or Board of Directors.

### **Directors:**

#### **Directors at Large (DAL)**

Directors at Large serve as members of the Board and serve a two-year term with the option to be elected for up to two additional consecutive terms upon reapplication. Their responsibilities are assigned by the board Chair depending on skillsets, interests, and the strategic needs of the Board.

#### **Operating Board President**

This role is responsible for managing the leadership team of the geographic Operating Board to set a coordinated roll-out of the global strategy and annual strategic plan into the geographic regions with fiscal management. Represents the constituency on the HBA Global Board. Conducts the meetings of the Operating Board and has primary responsibility for the geography's welfare. There are two members appointed by the HBA Global Board for a two-year, non-voting term, with the ability to serve an additional two-year term.

### **Standing Committees:**

#### **Nominating Committee**

The Nominating Committee is a standing committee of the association, and its members serve a one-year term with an invitation for a second term to facilitate knowledge transfer. The committee is composed of senior industry leaders and is responsible to develop a slate of candidates for elected office. Along with the Chair Emerita who serves as the Chair, there are two members appointed by the Board, and two members elected by the membership.

## **Expectations of an HBA Board Member**

- Current HBA member in good standing
- Attend and prepare appropriately for all scheduled board meetings. Pre-reads will be provided along with a survey tool to capture questions in advance.
- Contribute to all discussions at a strategic level
- Ensure board-level deliverables completed timely within scope & budget (if applicable)
- Provide early notice if not able to fulfill obligations
- Speak up if you think something is going off-target
- Speak up if something is not working for you/the board
- Give each other constructive feedback and support
- Conduct and behaviors are aligned with HBA Values

## **Additional Contributions**

- Contributes to the financial health of the HBA through sponsorship and paid attendance at HBA events.
- The HBA does not cover travel costs for board meeting or events; board members are responsible for their travel expenses
- Engage your company and employees in the HBA
- Serve as speakers/panelists
- Thought leader with the media
- Participate in social media campaigns (International Women's Day, WOTY, Annual Conference and more!)