**IDSA Board of Directors**

**Secretary/Treasurer**

**Board of Directors Overview**

Meeting four (4) times per year, in general, the Board of Directors is responsible for directing the affairs of the Society by establishing its strategic direction and initiatives. Specifically, each member of the Board is expected to support IDSA in the following ways:

* Raise funds (sponsorships to IDSA/donations to the Design Foundation)
* Increase membership
* Promote the development of programs and services, including the Design Foundation
* Build awareness of the value of IDSA to the membership, design community and the public

**Secretary/Treasurer Overview & Responsibilities**

Serving as an Officer of the Society and member of the Board’s Executive Committee, the Secretary/Treasurer shall be charged with overseeing of the Society’s funds and records, ensuring that proper accounting procedures are followed for the handling of the Society’s funds (which shall be kept in banks and/or other depositories). S/he shall have the power to disburse such funds of the Society as may be designated by the Board of Directors.

* Report on the financial condition of the Society at all meetings of the Board of Directors
* In cooperation with the Executive Director, prepare an Annual Report to the membership
* Responsible for the proper and legal mailing of notices to members and shall
* Sees to the proper recording of proceedings of meetings of the Society and the Board of Directors

**What Makes for a Successful Secretary/Treasurer (Preferred Experience, Skills & Abilities)**

* Strong financial knowledge (strategic planning, forecasting, budgeting)
* Prior involvement in chapter or section leadership/activities and attendance to IDSA events
* Minimum of 5 years of experience in the industrial design field;
* Strong connections to members of the design community
* Ability to think strategically but also act tactically
* Supports the Executive Director and staff in carrying out the strategic direction set by the Board

**Eligibility**

* Must be a Professional Member in good standing