

## BISG Board Member – Roles & Responsibilities

Adopted August 24, 2017

In updating its governance structure, the BISG Board of Directors seeks to increase board member participation and its impact on BISG's overall mission. Board members serve as representatives for the publishing industry sector in which they work (trade publishing, distribution, retail, libraries, etc.). To ensure both clear expectations and consistent board member results, the Board adopts the following requirements and measurable responsibilities:

1. Sector Representative/Subject Matter Expert. Each board member represents a company or organization, serving as BISG's representative for the overall sector in which they work. As such, each member must: Act as a subject matter expert on their sector; Where appropriate, reach out to BISG members and other key players in their sector to be current on overall sector status, emerging trends and issues; Update the BISG board on sector priorities on a quarterly basis; and Assist BISG management with sector access or support if needed.
2. Sector Issue and Opportunity Identification. As BISG's subject matter expert in a designated sector, propose new strategic issues and potential opportunities or programs that offer multi-sector relevance for which BISG could deliver industry impact.
3. Sector New Membership Outreach and Recruitment. Work to recruit at least two new members to BISG from the director's designated sector, or related priority areas, annually.
4. Program Partnerships. Support BISG management by identifying and securing one potential program brand partner or co-sponsor for BISG initiatives and events annually.
5. Internal Advocate. Be the advocate for a BISG committee or working group, supporting recommendations, helping them set priorities, arrange resources, obtain approval, and deliver results in their focus area.
6. Annual Plan Prioritization. Review BISG management's annual 'business' plan to help pinpoint major priorities while also de-prioritizing or shutting down lower-impact activities.
7. Resource Support. When requested, assist BISG management and staff in obtaining sector resources (speakers, venues, funding, marketing support, manpower, etc.) to help support relevant, approved initiatives.
8. New Board Member Mentor. Onboard and proactively mentor one new BISG board member annually, conveying BISG'S culture of involvement, results, and accountability
9. Ad Hoc Committee Participation. Volunteer as needed to participate in board-level problem-solving committees and task forces.

10. Board Evaluation. Participate in an annual review and discussion of the BISG board's performance against expectations.