

GREATER BOSTON EVALUATION NETWORK
GBEN President - Position Description and Qualifications
August 2026

Background

GBEN is governed by an Executive Committee, which serves as the board of directors, and consists of a President, a Vice-President, a Treasurer, a Clerk, and chairs from each of the committees. The President, Vice-President, Treasurer, and Clerk are elected by the membership. Any GBEN member may nominate themselves for the elected positions. GBEN has a similar but separate process for standing committee chairs.

The Executive Committee meets bi-monthly to discuss GBEN activities and operations, including overseeing all standing committees. The Committee is also responsible for setting dues and approving an annual budget. The Executive Committee oversees elections, fills vacancies, holds special elections, and removes committee members as outlined in GBEN's by-laws.

GBEN aims to attract and nurture leadership that is committed to the organization's mission to promote excellence, innovation and equity among evaluators and evaluation practice in Greater Boston. We specifically encourage people who identify as a member of one or more groups underrepresented in the evaluation field, such as people of color, LGBTQIA+ individuals, and persons with a physical disability, to self-nominate. See our [2026-28 Strategic Plan](#) for more information about the goals of the association.

Position Description

The President serves a two-year term, requires a commitment of 8-10 hours per month, and is expected to fulfill the following duties:

- Be the chief executive officer of GBEN, preside at the annual meeting, and have general responsibility for the conduct of the affairs of the organization;
- Serve as liaison for all business related to the American Evaluation Association and represent GBEN to the public, or shall appoint such a representative;
- Hold GBEN accountable to its strategic focus on equitable principles and practices across governance, communications, membership, and programming;
- Serve as an ex-officio member of all committees;
- Set the theme for and assist in planning the Annual Meeting;
- Ensure the financial stability of GBEN through ongoing management/oversight of the financial records of the Treasurer;
- Serve as liaison to the AEA Local Affiliate Collaborative (LAC), or shall appoint such a representative;
- Serve as a liaison to and lead meetings of the GBEN Advisory Board.

Qualifications and Time Commitment

- Membership with GBEN
- Membership with AEA preferred (subsidy may be available)
- Some leadership or management experience
- Minimum of 3 years experience with evaluation-related work

- Some experience serving on a board helpful (GBEN Board experience not required)
- Capacity to commit 8-10 hours per month
 - Bi-monthly Executive Committee meeting
 - Monthly Governance meeting
 - Monthly LAC meeting (shared responsibility with VP)

Our ideal colleague will exhibit a spirit of collaboration, inclusiveness, and collegiality. We especially seek individuals who bring a creative approach to resource management and an entrepreneurial spirit to community and partnership building.

Support for the Position

GBEN's outgoing President will partner with the newly elected President to provide mentorship, support, and institutional knowledge for at least 3 months at the beginning of their term.

Submission Process

Nominate yourself, or, if you would like to nominate someone else, please encourage them to apply and/or send us their name so we can reach out directly. Each nomination submission should include:

- Name, Title, Affiliation, Email
- Resume or CV
- A brief statement answering the following questions:
 - Why are you interested in serving as President of GBEN?
 - What experience or skills do you bring to the President position?
 - What ideas/visions do you have for GBEN?

Submit nominations to the GBEN Vice President via email

(vicepresident@greaterbostonval.org) by Thursday, October 1, 2026.

Timeline:

- Nomination deadline: October 1, 2026
- Nominees approved for ballot by Executive Committee: October 16, 2026
- Member voting period: Mon October 26- Fri November 13
- New officers announced early Dec
- New term begins January 1, 2027

Questions?

If you have questions about the nomination process or the position, please contact Min Ma president@greaterbostonval.org or Patrick Kinner vicepresident@greaterbostonval.org. They are happy to share more about the role!

Min and Patrick will also hold a virtual chat on Sept 18, 2026 (10-10:30) for anyone interested in learning more about the President and Treasurer roles, or getting involved in GBEN. Register to receive the Zoom link at <https://greaterbostonval.org/event-6818335>.