

**Position Name:**           **Chair-Elect, Chair, Chair-Emeritus**

**General Description:**

The top three volunteer leadership positions in the Institute.

**Term of Service**

Chair-Elect, Chair, Chair-Emeritus are elected for one-year terms and will serve these terms consecutively for three-year commitment.

**Chair-Elect** – responsibilities include but are not limited to serving on the Strategic Planning Global Board Committee and working closely with staff to maintain the Institute’s strategic plan. The Chair-Elect is also the Nominating Committee Chair and serves as a member of the Governance Committee. The Chair Elect works with the President/ CEO and the current Chair on the Global Board training program that will take place during his or her year as Chair.

**Chair** – responsibilities include but are not limited to serving as the Governance Committee Chair and a member of the Nominating Committee. The Chair will oversee all Global Board Committee work, preside over all Global Board meetings, and work closely with the President/ CEO to ensure that staff and the Global Board are engaged and achieving the Institute’s strategic Plan.

**Chair Emeritus** – responsibilities include but are not limited to serving on the Global Board Committee that the Nominating Committee appoints them to. The Chair Emeritus is also a member of the Nominating Committee, and the Governance Committee.

The following page shows a chart of detailed required and optional activities for the above positions.

**Position Name:            Chair-Elect, Chair, Chair-Emeritus**

**IMA Board Committees and additional Legal Entity Committee/Board Roles**

<b>Chair-Elect Year</b>	<b>Chair Year</b>	<b>Chair-Emeritus Year</b>
Chair, Global Board Nominating, serve as member on Strategic Planning, and Governance Committees	Chair, Governance Committee Serve on Nominating Committee Serve as ex-officio member of all other Global Board Committees	will serve on a Global Board Governance and Nominating Committees and other Global Board Committee of choice.
Institute of Certified Management Accounting Trustee	Institute of Certified Management Accounting Trustee <b>(President)</b>	Institute of Certified Management Accounting Trustee <b>(Secretary)</b>
IMA Research Foundation Trustee	IMA Research Foundation Trustee <b>(Chairman of the Board of Trustees)</b>	IMA Research Foundation Trustee
IMA Memorial Education Fund Trustee	IMA Memorial Education Fund Trustee	IMA Memorial Education Fund Trustee <b>(President)</b>
		IMA Secretary

### Required Activities

Board Meetings (at least 3 Meetings per year) and Board Training	Chair, Chair Elect, Chair Emeritus	3 to 6 days plus travel
Governance Committee (1 per month or as needed)	Chair, Chair Elect, Chair Emeritus	12 to 24 hours/year
Nominating Committee	Chair, Chair Elect, Chair Emeritus	Review candidates Sep-December and 2 days plus travel early in January.
Annual Conference	Chair, Chair Elect, Chair Emeritus	4-5 days (travel is included with board meeting)
E-mails and correspondence	Chair, Chair Emeritus, Chair Elect	An estimated 104 hours per year
Chair Perspectives Column for Strategic Finance (4-6x per year) Chair will write columns and will suggest topics for the entire year. Staff will assist Chair as needed.	Chair	24 hours per year
Review and approve President's expense reports (review 2 times/year)	Chair	6 hours/year
Student Conference	Chair	1 day plus travel
Other Events	Chair	2 to 4 days plus travel
Strategic Planning Committee	Chair Elect	12 to 24 hours/year
Summit Meeting	Chair, Chair Elect	1 day plus travel

### Optional Activities

Monthly Committee Conference Calls	Chair, Chair Elect, Chair Emeritus	12 to 36 hours/year
Committee Meetings other than Committees listed above.	Chair, Chair Elect, Chair Emeritus	3 days plus travel
SCMS mid-year meeting	Chair, Chair Elect, Chair Emeritus	3 days plus travel
Chapter/Council speaking engagements	Chair, Chair Elect, Chair Emeritus	All visits will be arranged through Montvale. Visits should be based on geography or combined with other meetings (i.e., board meetings)
Global conference/International Visits		All arranged and scheduled by SVP Global Operations in coordination with global conferences and training events.

Preparation time has not been included in the time estimates but should be considered when estimating the total time commitment. Preparation time can vary depending on your knowledge of the subject or what is happening.

### **Qualifications for Service:**

- Proven Volunteer and Business/University Leadership Experience
- Understand IMA's Mission
- Able to think strategically and innovatively
- Courageous Leader with an authentic commitment to challenge themselves and others while working to improve the IMA organization
- Global business and/or academic experience which has shaped a well-informed and sophisticated world view, free of bias
- Must have served on other Boards in the past, and are familiar with fiduciary responsibilities
- Hold or have held senior leadership role in a company, organization, or university including personnel decision responsibility for senior roles
- Have emotional intelligence (consensus builder)
- Have public speaking experience
- CMA preferred
- Time Management Skills - able to manage, schedule and have time to serve, (employer support)
- Demonstrate the highest ethical standards and disclose any unresolved conflicts of interest

### **Attributes, Competencies, Qualifications**

- *Attributes:* Passion for IMA and its mission; professional demeanor/diplomatic; team player/good interpersonal skills; visionary/big picture thinker; ability to embrace and adapt to change; open-minded/tolerant.
- *Competencies:* Strategic thinking; leadership ability; management accounting experience; problem-solving skills; experienced in other business skills, e.g., marketing, IT, project management, etc.
- *Qualifications:* Breadth of experience; education/certifications; professional visibility; leadership position in company (prior or current); prior governing experience

### **Responsibilities & Obligations of Service:**

- Participate in at least three in-person regularly scheduled Board meetings during the year (generally October, February, and June). Participate in other virtual meetings that can take place monthly.
- Serve as a trusted partner to the CEO
- Participate in the assigned Board Committee meetings
- Participate in/plan Board member training
- Be prepared for Board meetings and informed about the issues on the agenda, e.g., by reviewing advance materials, participating in pre-meeting conference calls, preparing questions or other input in advance, etc.
- Participate in the evaluation of overall Board performance
- Be a proactive and positive representative of IMA, its policies and positions, and its products and services-
- Seek and accept opportunities to represent IMA and bring in new members
- Complete and sign the Ethical Compliance Disclosure