

American Institute of Physics

Chair of the Board of Directors

September 2016

POSITION SPECIFICATION

Position	Chair of the Board of Directors
Organization	American Institute of Physics
Location	Washington, DC
Reporting Relationship	Elected Board Position (Compensated)
Website	www.AIP.org
Corporate bylaws	https://www.aip.org/sites/default/files/aipcorp/files/contitution-bylaws-amended-2014.pdf
AIPP LLC	https://publishing.aip.org/organization_and_governance

ORGANIZATION BACKGROUND

American Institute of Physics (AIP) is a federation of national and international physical science member societies and is organized as a 501(c)(3) not-for-profit membership corporation. AIP's mission is to advance, promote and serve the physical sciences for the benefit of humanity. The ten AIP member societies cover a broad range of fields in the physical sciences and related fields and collectively represent more than 120,000 scientists, engineers, educators and students worldwide. The Member Societies vary in size, research interests, and organizational resources and use AIP services to different extents. AIP has historically served its member societies and the physical sciences community and is continuing to address emerging challenges faced by the physical sciences community in the 21st century.

AIP's annual budget of \$25 million derives largely from scholarly publishing. AIP Publishing LLC (AIPP) is a wholly owned subsidiary of AIP and is independently managed by a CEO and Board of Managers chaired by the AIP Board Chair, with the AIP CEO as ex officio member. AIPP supports AIP's educational and charitable purposes in partnership with AIP via the Board Chair.

An AIP staff of 110 professionals produces authoritative information, services, and expertise that serve physics education and student programs, science communication, government relations, career services for science and engineering professionals, statistical research in physics employment and education, and industrial outreach. AIP publishes the flagship magazine *Physics Today* and is home to the Society of Physics Students. The Niels Bohr Library and Archives represent a substantial historical repository. These programs and services serve the interests and needs of the physical science community in general, in collective cooperation with its Member Societies.

The incoming Chair will have unique opportunities to lead the engaged AIP and AIPP boards in their shared missions, anticipating for and responding to the fast-changing global environment of physical

science, communication, education, and outreach. The Board Chair will provide stewardship for the recently determined strategic priorities that include:

- Cultivating and Serving an Inclusive, Diverse and Connected Federation of Member Societies
- Thinking and Growing Globally
- Promoting the Physical Sciences through Preeminent Communications and Public Engagement

CONTEXT

The Chair of the Board of Directors of AIP is elected biennially by the Board of Directors to play a central leadership and governance role. Once elected by AIP's Board of Directors, the Chair is also the Chair of the AIP Publishing LLC Board of Managers (ex officio). The Chair's roles and responsibilities are carried out in compliance with the following governing documents:

- Amended and Restated Bylaws of the American Institute of Physics Incorporated (Adopted December 18, 2014)
- AIP Publishing LLC Agreement of February 22, 2013

The Chair will model and foster effective leadership at both AIP and AIPP. The Chair will inspire Board members and coordinate and engage their efforts, thus encouraging and facilitating the Board's collective successes. Accordingly, the Chair will channel talents, interests, ideas and cooperative spirit, while recognizing and addressing diverse sensibilities so that the Boards find consensus and function effectively to advance the AIP's mission. In addition, the Chair works in close partnership with the AIP CEO to promote the success of AIP.

The Chair of the Board of Directors is not a paid employee of the Corporation and service in this part-time capacity is compensated.

The office of the Chair of the Board of AIP has appropriate resources available from the Corporate Secretary, a full time assistant and outside consultants, as required, to assist in carrying out the duties of the Chair.

THE KEY RESPONSIBILITIES

LEADERSHIP

- Lead strategic planning for the organization, working in partnership with Board colleagues and the CEO.
- Inspire shared commitment to the mission, strategy and goals of the organization.
- Lead the Board in exercising its fiducial responsibilities.

GUIDE & PRESIDE OVER BOARD MEETINGS

- In partnership with the CEO, set the agenda for Board and Corporate Strategy Committee meetings.
- Preside at meetings of AIP's Members and all meetings of the Board of Directors, in accordance with AIP's Bylaws and in compliance with applicable Federal, state and local laws and regulations.

- Serve as a member, ex-officio, of all standing committees and chair of the Corporate Strategy Committee.
- Make chair appointments for all committees for which a specific officer is not designated as chair by AIP's Bylaws.
- Represent the AIP and AIPP Boards as the key conduit in communicating with the two CEOs.

SET AND MODEL HIGH STANDARDS

- Oversee efforts to build and maintain an exceptional Board by setting expectations for its members and ensuring accountability.
- Convene Board discussions on evaluating the CEO and negotiating compensation and benefits.

INSPIRE & ENGAGE

- Work in close collaboration and partnership with the CEO
- Cultivate leadership among individual Board members.
- Promote engaged and deliberative participation by Board members.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The Board Chair is a strategic and visionary leader, with relevant senior executive level leadership and board-service experience. The Chair will have a strong understanding of, passion for, and commitment to AIP's mission and the ability to work effectively with a wide range of stakeholders.

It is desirable that the Board Chair have experience in the following areas:

EDUCATION AND SKILLS

- International reputation in the physical sciences with appropriate recognition
- Administrative, governance and strategic planning skills for a substantial scientific, academic, or professional organization
- Familiarity and expertise in US science policy and the operation of federal science agencies and their funding committees
- Working effectively with management and, especially, a volunteer Board
- Financial acumen and organizational experience
- Excellent communication, writing, speaking, listening and presentation skills

LEADERSHIP CHARACTERISTICS

- Familiarity and experience with the operation, goals and culture of a scientific association; membership in one or more AIP member societies.
- Demonstrated knowledge of issues currently facing the physical sciences globally, especially with the editorial, policy, and/or business of scholarly publications.
- Experience in a dynamic non-profit environment whose mission is public service.
- Diplomacy and interpersonal skills for building and fostering both internal and external

relationships, particularly with individuals and groups with diverse backgrounds and needs.

- Service as an effective spokesperson of an organization.

COMPENSATION

The Chair of the Board of Directors is not a paid employee of the Corporation. However, a modest stipend is given for service in this part-time position.

CONTACT

www.aip.org/aip/board-chair-search

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