

Appendix 2: Board Chair Position Description

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American Institute of Physics

Chair of the Board of Directors

October 2018

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/bylaws-amended-17.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 is \$27 million. 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 and is the source of approximately 40% of AIP's annual budget.

An AIP staff of 116 professionals offers authoritative information on and expertise in physics education and student programs, science communication, government relations, career services for science and engineering professionals, statistical research in physics employment and education, and facilities and programs for the scholarly study of the history of the physical sciences. AIP publishes the flagship magazine *Physics Today* and is home to the Society of Physics Students. The Niels Bohr Library and Archives represent a premiere historical repository of materials related to the history of the physical sciences. These programs and services serve interests and needs of the physical science community in general, in collective cooperation with its Member Societies.

AIP Member Societies cover a broad range of fields in the physical sciences and collectively represent more than 120,000 scientists, engineers, educators and students in the global physical sciences community.

AIP Member Societies include:

- Acoustical Society of America
- American Association of Physicists in Medicine
- American Association of Physics Teachers
- American Astronomical Society
- American Crystallographic Association
- American Meteorological Society
- American Physical Society
- AVS: Science and Technology of Materials, Interfaces and Processing
- The Optical Society
- The Society of Rheology

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 research, communication, education, and outreach. The Board Chair will provide stewardship for the development of new strategic priorities for AIP through a year-long process recently initiated and directed by a Strategic Planning Task Force that is considering the future of AIP's connectivity with member societies, global footprint and growth, mechanisms for public promotion of the physical sciences, and more.

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, amended June 9, 2017)
- 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. However, a modest stipend is given for service in this part-time position.

The AIP Executive Office has appropriate resources available from the AIP Corporate Secretary, the Executive Administrator to the Board, 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, the CEO, and senior staff (as appropriate) at AIP and AIP Publishing.
- Inspire shared commitment to the mission, strategy and goals of the organization.
- Lead the AIP Board of Directors and AIP Publishing Board of Managers in exercising fiducial responsibilities.

GUIDE & PRESIDE OVER BOARD MEETINGS AT AIP AND AIP PUBLISHING

- In partnership with the CEO, set the agenda for Board meetings.
- Preside at meetings of AIP's Members and all meetings of the AIP Board of Directors (typically four times per year), in accordance with AIP's Bylaws and in compliance with applicable Federal, state and local laws and regulations.
- Preside at meetings of AIP Publishing's Board of Managers (typically four times per year), in accordance with AIP's Bylaws and the AIP Publishing Operation Agreement and in compliance with applicable Federal, state and local laws and regulations.
- Serve as a member, ex-officio, of all standing committees.
- Make chair appointments for all committees for which a specific officer is not designated as chair by AIP's Bylaws or AIP Publishing's Operating Agreement.

- Represent the AIP's and AIP Publishing's Boards as the key conduit in communicating with the two CEOs.

SET AND MODEL HIGH STANDARDS AT AIP AND AIP PUBLISHING

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

INSPIRE & ENGAGE AT AIP AND AIP PUBLISHING

- 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 hold membership in one or more AIP member societies and 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 U.S. 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;
- 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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