



ISAE Board of Directors – Position Description

Position Title:

Board Director – Association Professional

Term:

3-year term, renewable once (Unless appointed to fill a vacancy or elected into an officer role)

Position Summary:

ISAE Board Directors serve as strategic leaders and ambassadors of the association, helping to guide ISAE's mission to build stronger leaders who lead stronger associations. As a working board, members are expected to actively contribute their time, talents, and connections to strengthen ISAE's programs, financial sustainability, member engagement, and relevance within the Indiana association community.

Core Responsibilities:

- Attend and actively participate in all quarterly Board meetings.
- Support ISAE events by attending at least one in-person event annually (e.g., workshops, ICON convention, networking receptions).
- Serve as ambassadors for ISAE in the broader community and within their own professional networks.
- Assist with membership recruitment and retention efforts, including personal outreach to prospective members and those in grace or lapsed status.
- Support ISAE's financial health by helping identify or secure at least one sponsor, exhibitor, or partner annually — or by sponsoring personally if appropriate.
- Help guide strategy and governance by participating in strategic planning discussions, approving annual budgets, and monitoring organizational performance.
- Engage in committee/task force work or volunteer for special projects, when possible, to support key initiatives or events.
- Promote and model ISAE's values, including professionalism, inclusion, collaboration, and service to the association community.

Ideal Candidate Characteristics:

- Professionally active in the association industry as an association executive or staff member.
- Committed to ISAE's mission and future, and interested in giving back to the profession.
- Collaborative and constructive, willing to work with peers and staff in a team environment.
- Strategically minded, able to think beyond their own organization and toward the broader needs of the association community.
- Responsive and accountable, following through on commitments and being available between meetings for critical updates or decisions.
- Supportive of diversity, bringing or promoting varied perspectives, roles, and backgrounds.



Time Commitment:

Approximately 15–20 hours annually, including:

- Four in-person Board meetings (approx. 90-minutes each)
- Attendance at one or more ISAE events
- Volunteer outreach or participation in committee/task force work
- Occasional engagement between meetings via email, calls, or task-related follow-up

Benefits of Board Service:

- Shape the future of the Indiana association community
- Build strong relationships with peers and industry partners
- Gain leadership and governance experience
- Expand your personal and professional network
- Support and elevate the role of associations in Indiana

Conflict of Interest & Conduct:

All Board members must sign an annual Conflict of Interest disclosure and agree to adhere to ISAE's policies regarding confidentiality, ethical conduct, and fiduciary responsibility.

Ready to Serve?

ISAE welcomes self-nominations and nominations from peers. You can learn more about the nomination process and submit your interest here: [Join the ISAE Board of Directors](#)

Questions? Contact ISAE Executive Director, Grant Carpenter, at gcarpenter@isae.org.