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</table>
**Term of Office**
3 years. Directors may be re-elected for consecutive terms.

**Method of Appointment**
Director is elected by the IBHRE Board of Directors and approved by the Heart Rhythm Society Board of Trustees by written or electronic mail ballot, per IBHRE Bylaws.

**Accountability**
Report to: IBHRE Board
Key relationships: Board members, Executive Director

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
To act in the best interest of the IBHRE as a whole and to exercise the legal duties of nonprofit stewardship: 1) be faithful to the IBHRE’s mission, 2) exercise due diligence and 3) give undivided allegiance to the IBHRE when making decisions affecting the IBHRE.

**Responsibilities**
*As a Steward of the IBHRE*
- Be informed about and support the IBHRE’s mission, services, policies and programs
- Be informed about and support the Board of Directors mission to govern the IBHRE, protect the organization’s image and assets, and be the moral voice of its members
- Champion the IBHRE’s programs and interests
- Take an active role in identifying and developing future leaders
- Participate in fundraising activities
- Keep up-to-date on developments in the field

*As an Ethical Role Model*
- Strictly adhere to the IBHRE’s conflict of interest and confidentiality policies outlined in the Bylaws and the Code of Ethics, including:
  - Annually complete the IBHRE’s disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require.
  - Annually sign the IBHRE’s Volunteer Code of Conduct.
  - Annually sign the Board Service Agreement.
- Maintain the confidentiality of the Board’s deliberations and materials
As a Board Member

- Attend regular and special Board meetings, and support other IBHRE functions
- Review agendas and material prior to meetings and come prepared to participate
- Assist the Board in carrying out its fiduciary responsibilities, including reviewing financial statements and asking questions
- Serve as a board Liaison to at least one committee, subcommittee or task force
- Take on special duties, including task force assignments, at the request of the President

Decision Making Authority

- Vote on matters duly brought before the Board
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of the discussion

Qualifications

- Demonstrated effectiveness on IBHRE committees, subcommittees or task forces
- Demonstrated leadership capabilities
- Willingness and ability to make the time commitment required and be accountable for results
- Honesty and integrity
- Big-picture mindset; ability to think strategically, creatively and with a future-focused perspective
- Interpersonal skills: ability to listen, be open-minded, respectful and articulate
- Analytical skills: ability to evaluate data and exercise sound judgment
- Teamwork skills: ability to work effectively with and through others
- Responsiveness

Edited 2.15.2013
IBHRE BOARD LIAISON JOB DESCRIPTION

**Term of Office**
As appointed (on an IBHRE Committee or task force) while serving as a member of the Board.

**Method of Appointment**
Members shall be appointed by the President, in consultation with the Executive Director.

**Accountability**
Report to: Board
Key Relationships: the designated committee or task force, its chair and staff liaison(s)

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
To foster communication about the IBHRE’s strategic goals and priorities, and mentor the next generation of volunteer leaders.

**Responsibilities**

- Serve as a link to the Board and its activities.
- Educate others about the IBHRE’s Strategic Plan, Board actions and decision-making rationale, and strategic trends affecting the organization.
- Serve as a resource for information about the IBHRE’s staff and volunteer structure (who does what), and business processes/procedures (how things get done), including nominations and appointments.
- Encourage innovative thinking and a future focus in committee, subcommittee or task force deliberations.
- Act as a sounding board and advisor to current and emerging volunteer leaders, including Chairs, Vice Chairs and Co-chairs to help them strengthen their effectiveness, develop their leadership skills and maximize their contribution to the IBHRE’s mission.
- Help the committees identify and/or assess potential candidates for Board, officer, committee and task force assignments.

**Decision Making Authority**
Make recommendations to chairs, members, staff and the Board.

**Qualifications**
Currently serving Director or Officer

*Edited 2.5.2013*
IBHRE PRESIDENT JOB DESCRIPTION

**Term of Office**
One year with consecutive appointments available

**Method of Appointment**
The President shall be elected by the IBHRE Board of Directors and approved by the Heart Rhythm Society Board of Trustees, according to the process stipulated in the IBHRE Bylaws.

**Accountability**
Report to: Board of Directors and Staff Liaison, Executive Director
Key relationships: Board President, Vice President, Secretary, Executive Director

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
To enhance the organization’s reputation and credibility, ensure progress in implementing the Strategic Plan and foster an environment that attracts and energizes outstanding volunteer leaders.

**Responsibilities**

*Ex Officio Assignments:*
- Preside as Chair of the following entities:
  - Board of Directors
  - Business meetings of IBHRE
  - Business meetings of the Heart Rhythm Society
- Serve as a member of the following entities:
  - Test Writing Committee
  - General Committees (when applicable)
  - Task Force Groups (when applicable)

*Other Duties As President*
- Serve as IBHRE’S official representative and spokesperson.
- Communicate regularly with the Board about Committee activities and other important issues.
- Work in partnership with the Executive Director to oversee implementation of the Strategic Plan, ensure organizational effectiveness and plan for future development.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
• Appoint task forces as necessary and delegate activities to committees and subcommittees, with Board approval.
• Participate in advocacy and fundraising activities at the request of IBHRE or the Executive Director.
• Consult with the Board Officers and Executive Officer on the appointment of incoming committee chairs and members, consistent with *Guiding Principles Governing Volunteer Appointments*.
• Perform other duties as directed by the Board.

**Decision Making Authority**

• Convene meetings.
• Appoint task forces.
• Enforce conflict of interest policies, including requiring Directors’ or Officers’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
• Approve formal IBHRE communications.
• Make recommendations on work processes and volunteer assignments.

**Estimated Time Commitment**

4-5 hours per month to engage in Board meetings (August and May) and conference calls as needed. Busiest times of the year are prior to Board meetings (August and May) and the budget preparation cycle (April-September).

**Qualifications**

*Professional*

• Nationally recognized leader.
• Broad-based clinical knowledge and experience.
• Ability to champion the best interests of the organization as a whole.
• Effective communicator.
• Ability to work with and build consensus among diverse groups.
• Demonstrated effectiveness on IBHRE committees, subcommittees or task forces.
• Access to sufficient local resources, including effective administrative staff, to be able to accommodate presidential demands such as last-minute travel and phone calls during day.

*Personal*

• Polished presence.
• Honesty and integrity.
• Willingness and ability to make the time commitment required, and be accountable for results.
• Open-mindedness.
• Flexibility.
IBHRE VICE PRESIDENT JOB DESCRIPTION

**Term of Office**
One year with consecutive appointments available

**Method of Appointment**
The Vice President shall be elected by the IBHRE Board of Directors and approved by the Heart Rhythm Society Board of Trustees, according to the process stipulated in the IBHRE Bylaws.

**Accountability**
Report to: Board of Directors and Staff Liaison, Executive Director
Key relationships: Board President, Vice President, Secretary, Executive Director

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
To assist the IBHRE Board President and strengthen leadership skills in preparation for becoming President

**Responsibilities**
Serve as a member of the following entities:
- Board of Directors
- General Committees (when applicable)
- Task Force Groups (when applicable)

**Other Duties**

*As Vice President*
- Assist the President in the execution of his or her duties.
- Act as a representative or spokesperson for the organization at the President’s request.
- Perform the duties of the President in the President’s absence or incapacity; including completing the Presidential term in the event of a vacancy.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.
- Appoint committee chairs and members, in consultation with the outgoing President, according to leadership development and succession planning procedures.
- Perform other duties as directed by the Board or the President.

**Decision Making Authority**
- Convene meetings.
• Make appointments to committees and task forces, consistent with *Guiding Principles Governing Volunteer Appointments*.
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
• Approve final work products and formal communications.
• Make recommendations on work processes and volunteer assignments.

**Estimated Time Commitment**

4-5 hours per month to engage in Board meetings (August and May) and conference calls as needed. Busiest times of the year are prior to Board meetings (August and May) and the budget preparation cycle (April-September).

**Qualifications**

*Professional*

• Demonstrated leadership capabilities.
• Strong professional stature and reputation.
• Broad-based clinical knowledge and experience.
• Ability to champion the best interests of the organization as a whole.
• Effective communicator.
• Ability to work with and build consensus among, diverse groups.
• Demonstrated effectiveness on IBHRE committees, subcommittees or task forces.
• Access to sufficient local resources, including well-organized administrative staff, to be responsive.

*Personal*

• Polished presence.
• Honesty and integrity.
• Willingness and ability to make the time commitment required, and be accountable for results.
• Open-mindedness.
• Flexibility.

*Edited 3.11.2013*
IBHRE BOARD TREASURER JOB DESCRIPTION

**Method of Appointment**  
The Treasurer shall be elected by the IBHRE Board of Directors and approved by the Heart Rhythm Society Board of Trustees, according to the process stipulated in the IBHRE Bylaws.

**Accountability**  
Report to: Board of Directors and staff liaison, Executive Director  
Key relationships: Board President, Executive Director, HRS Chief Operating/Financial Officer

**Strategic Plan Alignment**  
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Term of Office**  
One year term with consecutive appointments available.

**Purpose**  
To ensure the Board’s ability to discharge its fiduciary duties.

**Responsibilities**  
Serve as a voting member of the following entity:  
- Board of Directors

**Other Duties as Treasurer**  
- Serve as financial officer of the organization  
- Work with the Executive Director and HRS Chief Operating Officer to ensure that accurate financial records are maintained and that appropriate financial reports are made available to the Board on a timely basis  
- Assist the Executive Director and Chief Operating Officer in preparing the annual budget and presenting the budget to the Board for approval  
- Ensure compliance with all relevant legal and regulatory requirements and ethical standards
• Ensure that the organization’s assets are protected, expended and invested according to the Board policies and procedures
• Monitor adherence to financial policies and, when applicable, recommend financial policies to the Board for approval
• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization
• Perform other duties as directed by the Board

**Decision Making Authority**

• Convene meetings
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion
• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate
• Approve final work products and formal communications.
• Make recommendations on work processes and volunteer assignments

**Estimated Time Commitment**

4-5 hours per month to engage in Board meetings (August and May) and conference calls as needed. Busiest times of the year are prior to Board meetings (August and May) and the budget preparation cycle (April-September).

**Qualifications**

**Professional**

• Demonstrated leadership capabilities
• Professional reputation and credibility.
• Knowledge of the principles and practices of financial record keeping, accounting systems and financial reports.
• Ability to communicate financial information effectively to persons with little or no financial expertise.
• Ability to work with the Executive Director and financial staff.
• Knowledge of the governance and management roles of volunteer and paid staff.
• Responsiveness

**Personal**

• Honesty and integrity
• Willingness and ability to make the time commitment required, and be accountable for results
• Strong work ethic

*Edited 2.15.2013*
IBHRE BOARD SECRETARY JOB DESCRIPTION

Term of Office
One year term with consecutive appointments available.

Method of Appointment
The Secretary shall be elected by the IBHRE Board of Directors and approved by the Heart Rhythm Society Board of Trustees, according to the process stipulated in the IBHRE Bylaws.

Accountability
Report to: Board of Directors and staff liaison, Executive Director
Key relationships: Board President and Executive Director

Strategic Plan Alignment
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

Purpose
To ensure that actions of the Board are documented appropriately.

Responsibilities:
Serve as a voting member of the following entity:

- Board of Directors

Other Duties as Secretary

- Ensure that accurate minutes of all Board meetings are prepared, distributed to the Directors in a timely fashion, and maintained at the corporate office; minutes shall record the time and place of meetings, whether regular or special, how the meetings were called, the names of those present or represented at the meeting and the proceedings

- Ensure that all notices for meetings and other actions are given in accordance with the provisions of the Bylaws or as required by law

- Act as custodian of the records, including minutes and the official list of directors and the corporate seal
• Certify and ensure that a current copy of the Bylaws is maintained in the corporate office
• Affix the seal, as authorized by the Bylaws or as required by law, to duly executed documents of the corporation
• Perform any other duties required by the Bylaws, Articles of Organization, or the law
• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization
• Perform other duties as directed by the Board

**Decision Making Authority**

• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion
• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate
• Approve final work products and formal communications
• Make recommendations on work processes and volunteer assignments

**Estimated Time Commitment**

4-5 hours per month to engage in Board meetings (August and May) and conference calls as needed. Busiest times of the year are prior to Board meetings (August and May) and the budget preparation cycle (April-September).

**Qualifications**

*Professional*

• Demonstrated leadership capabilities
• Professional reputation and credibility
• Demonstrated effectiveness on IBHRE committees, subcommittee or task forces
• Knowledge of legal record-keeping requirements
• Ability to work with the Executive Director and the IBHRE’s legal counsel as necessary
• Knowledge of the governance and management roles of volunteer and paid staff
• Responsiveness

Personal

• Honesty and integrity
• Willingness and ability to make the time commitment required, and be accountable for results
• Open-mindedness
• Flexibility

Edited 2.15.2013
IBHRE PUBLIC MEMBER JOB DESCRIPTION

**Term of Office**
One year term with consecutive appointments available

**Method of Appointment**
Public member is elected and approved by the IBHRE Board of Directors by written or electronic mail ballot, per IBHRE Bylaws.

**Accountability**
Report to: IBHRE Board
Key relationships: Board members, Executive Director

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
A representative of the consumers of services provided by a defined certificant population serving as a voting member of the governing body of IBHRE and bringing a unique perspective to the organization

**Responsibilities**

- Represent the direct and indirect users of certificants’ skills/services
- Effectively advocate for the public
- Contribute to defining IBHRE’S mission and policies and procedures
- Consistently apply IBHRE’s policies to evaluation of new and renewal certification applications and/or appeals
- Be familiar with certification processes and be willing to convey ideas and analyze data
- Advocate for the views of the users of your certificants’ services
- Add new perspectives to board discussions that are free of industry or insider bias
- Keep IBHRE Board’s activities in check by providing some balance between filling the needs of certificants and providing public protection
- Serve as a link to the Board and its activities to the public
- Educate others about the IBHRE’s Strategic Plan, Board actions and decision-making rationale, and strategic trends affecting the organization.
- Encourage innovative thinking and a future focus in committee, subcommittee or task force deliberations.
Act as a sounding board and advisor to current and emerging volunteer leaders, including Chairs, Vice Chairs and Co-chairs to help them strengthen their effectiveness, develop their leadership skills and maximize their contribution to the IBHRE’s mission.

**Decision Making Authority**

- Vote on matters duly brought before the Board
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of the discussion

**Qualifications**

- Thorough, good follow-through on commitments
- Strong attention to detail
- Good verbal and written communication skills
- Analytical with a global perspective internal and external to the Commission
- Conscientious, strong deadline orientation
- Ability to be a team player, consensus builder and be willing to be an independent thinker
- Discreet, thoughtful in handling sensitive matters (see IBHRE Confidentiality Policy)
- Excellent reading comprehension
- Demonstrated leadership capabilities
- Willingness and ability to make the time commitment required and be accountable for results
- Honesty and integrity
- Big-picture mindset; ability to think strategically, creatively and with a future-focused perspective
- Interpersonal skills: ability to listen, be open-minded, respectful and articulate
- Analytical skills: ability to evaluate data and exercise sound judgment
- Teamwork skills: ability to work effectively with and through others
- Responsiveness

Edited 3.14.13
IBHRE COMMITTEE CHAIR JOB DESCRIPTION FOR:

COMMITTEE AND TASK FORCE CHAIRS

**Term of Office**
As appointed to carry-out the committee or task force’s charge

**Method of Appointment**
The Chair shall be appointed by the Board, who shall consult with the President and the Executive Director.

**Accountability**
Report to entity designated in committee or task force charge

Key relationships: Staff liaison(s), Board liaison, chairs of entities designated in the committee or task force charge

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Purpose**
To work with staff liaison(s) to ensure group effectiveness and volunteer engagement.

**Responsibilities**

- Be informed about IBHRE’s Strategic Plan, annual organizational priorities and the charge of the committee or task force
- Work collaboratively with staff liaison(s) in an iterative process to:
  - Establish annual objectives, work plans, timelines and budgets, in alignment with the Strategic Plan, Board’s priorities and the formal charge
  - Monitor activities, budget, and deadlines to ensure timely completion of high quality, cost effective work products
- Ensure members’ compliance with IBHRE’s financial and conflict of interest policies, including regularly reviewing members’ disclosures and planning appropriately
- Schedule meetings
- Develop meeting agendas
- Prepare for meeting dynamics, especially complex or controversial issues
- Report activities and recommendations to the appropriate entity or entities, as designated in the charge.

- Drive leadership development and succession planning
  - Collaborate with staff liaison(s) to orient new members to the role and responsibilities outlined in the charge
  - Set and communicated expectations about volunteer performance
  - Set challenges and delegate tasks to members and encourage quality participation
  - Monitor members’ participation and work collaboratively with the staff liaison(s) and the Board liaison(s) to mentor volunteers
  - Coach underperforming members, and when necessary, recommend removal to the Executive Committee
  - Identify and nurture high-potential members, including the Vice Chair (if applicable), and emerging leaders
  - Consult on future assignments and volunteer succession planning at the request of the Committee
  - Consult with the Board President on the Appointment of the Vice Chair (as applicable)

- Preside over meetings and teleconferences
- Foster an environment that encourages innovative thinking
- Respond to email notifications and solicitations in a timely manner
- Maintain the confidentiality of deliberations and materials
- Approve final work products and formal communications
**Decision Making Authority**

- Convene meetings
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion
- Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate
- Approve final work products and formal communications
- Make recommendations on work processes and volunteer assignments

**Qualifications**

- Demonstrated effectiveness on IBHRE committees or task forces
- Demonstrated leadership capabilities
- Expertise or demonstrated interest in the area of the committee’s or task force’s charge
- Willingness and ability to make the time commitment required, and be accountable for results
- Responsiveness
<table>
<thead>
<tr>
<th><strong>Term of Office</strong></th>
<th>For committees typically two-three years with reappointment for consecutive terms. For task forces generally one-year to carry-out specific charge.</th>
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<tbody>
<tr>
<td><strong>Method of Appointment</strong></td>
<td>Members shall be appointed by the Board, in consultation with the President, Committee Chair and Executive Director.</td>
</tr>
</tbody>
</table>
| **Accountability** | Report to: Committee or Task Force Chair  
Key relationships: other members, staff liaison(s) |
| **Strategic Plan Alignment** | IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs. |
| **Purpose** | To work in partnership with the chair and staff liaison to fulfill the charge of the reporting entity (committee or task force). |
| **Responsibilities** |  
- Be informed about the IBHRE’s Strategic Plan, annual priorities and charge of the reporting entity.  
- Be informed about the annual objectives, work plan and timeline for the committee’s or task force’s activities  
- Work collaboratively with the chair and staff to achieve the reporting entity’s goals and objectives  
- Participate actively and constructively in all meetings, including contributing to committee or task force deliberations by being familiar with distributed materials |
• Respond to email notifications and solicitations in a timely manner
• Maintain the confidentiality of deliberations and materials
• Contribute to the timely completion of products and deliverables, including meeting deadlines
• Volunteer for special assignments when able
• Comply with the IBHRE’s conflict of interest and code of conduct policies, including:
  o Annually complete the IBHRE’s disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require
  o Comply with the Chair’s request to self-recuse from participating in discussions, meetings/calls and/or voting as appropriate
  o Annually sign the IBHRE’s Volunteer Code of Conduct
• Comply with the IBHRE’s travel and expense reimbursement policies

**Decision Making Authority**

• Vote on matters brought before the committee or task force at the Chair’s discretion
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion

**Qualifications**

• Expertise or demonstrated interest in the area of the committee or task force’s charge
• Willingness and ability to make the time commitment required, and be accountable for results
• Responsiveness

*Edited 2.15.2013*
IBHRE AMBASSADOR JOB DESCRIPTION

Term of Office
As appointed.

Method of Appointment
Ambassadors shall be elected by the IBHRE Board of Directors

Accountability
Report to: Executive Director and Board of Directors
Staff liaison: Executive Director and key relationships, Executive Director and Board President

Strategic Plan Alignment
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

Purpose
To advocate for IBHRE certification and to represent the IBHRE’s interest with designated external organizations.

Responsibilities

• Be informed about the IBHRE’s Strategic Plan, Board policies and annual priorities
• Serve as the IBHRE’s official representative and spokesperson within approved boundaries, including:
  o Discuss and obtain approval from the designated staff liaison prior to presenting an IBHRE position to an external group
  o Keep all IBHRE materials confidential until the IBHRE has issued a public statement
  o Refer high stakes requests from external representatives to the appropriate committee staff liaison
• Comply with the IBHRE’s conflict of interest and code of conduct policies, including:
• Annually complete the IBHRE’s disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require
• Annually sign the IBHRE’s Volunteer Code of Conduct
• Include appropriate IBHRE staff on all committee-related communications, including new topics that will require IBHRE input or resources
• Report external activities and discussions to the staff liaison, Chair or Board as appropriate
• Actively promote the IBHRE and support its staff
• Perform other duties as directed by the Board

**Decision Making Authority**

• Make recommendations to committee chairs, committee staff liaisons or the Board
• Self-disclose and self-recuse from any discussion on which a conflict of interest exists

**Limitations**

Ambassadors are strictly prohibited from advocating on behalf of any company or any other entity with which they have a financial relationship. Ambassadors are explicitly required to identify any such conflict of interest at the beginning of all related discussions. Ambassadors are not authorized to enter into binding agreements with external organizations on behalf of IBHRE.

**Estimated Time Commitment**

As scheduled.

**Qualifications**

*Professional*

• Demonstrated leadership capabilities
• Professional reputation and credibility.
• Knowledge of IBHRE certification.
• Ability to communicate IBHRE certification effectively.
• Ability to work with the Executive Director and staff.
• Be understanding and supportive of IBHRE’s interests
• Expertise or demonstrated interest in the area being represented
• Responsiveness

*Personal*

• Honesty and integrity
• Willingness and ability to make the time commitment required, and be accountable for results
• Interpersonal skills: ability to listen, be open-minded, respectful and articulate

• Analytical skills: ability to evaluate data and exercise sound judgment

• Teamwork skills: ability to work effectively with and through others

• Strong work ethic