



OB TITLE: **Specialist, Board Operations**

DIVISION: **Executive Office**

SUMMARY: The Specialist, Board Operations is responsible for providing appropriate support to the ABET Board of Directors, Board of Delegates, and Area Delegations. Duties include, but are not limited to, acting as primary liaison to the Board for operational and logistic issues, communicating with individual Board and Delegation members, developing meeting agendas and other meeting materials and reports, scheduling Board and Delegation events, overseeing changes to Governing documents, assisting in the selection of Board and committee members, conducting/coordinating orientation of new Board and Delegation members, and other related activities as required.

The Specialist, Board Operations reports to the Director, International Engagement and Governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities require high levels of accuracy, thoroughness, efficiency, and independent work and decision-making skills:

- Serve as primary staff contact and provide administrative support to the Board of Directors, Board of Delegates, Area Delegates, and Committees (including ad-hoc).
- Execute the committee appointment process.
- Execute the Delegate appointment process.
- In collaboration with other departments, develop Board Orientation program and materials for incoming members of the Board of Directors and Delegates.
- Prepare the timely distribution of meeting agendas, materials and minutes for Board of Directors, Board of Delegates, Area Delegations and Committees meetings.
- Create and ensure all action items are communicated to the appropriate people and completed in a timely manner
- Collaborate with Meetings and Events Manager to coordinate all meeting logistics for Board of Directors, Board of Delegates, and Area Delegation functions.
- Develop and execute budget for Board and Delegate Operations, Committee-related expenses.
- Overall responsibility for Awards process, including nominations, committee(s) process, administrative support and logistics (ordering awards, etc.)
- Oversee officers' election process, including nominations and provide administrative support to the Nominating Committee.
- As staff liaison to Governance Committee, provide administrative support and oversee all changes to governing documents.
- Organize, maintain and establish Board Operations files;
- Maintain and update database records of Board, Delegates, and Committees.
- Serve as Web editor for Board and Delegation Operations content.

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JOB DESCRIPTION

POSITION:
Specialist

- In collaboration with staff members, improve the effectiveness of the ABET governance process.
- Other support to the Board and Delegates as required.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree with at least 5 years relevant professional work experience in positions of increasing complexity, or equivalent combination of education with 6 years or more relevant professional work experience.

KNOWLEDGE, SKILLS AND ABILITIES

Strong research, analytical writing, project management and communication skills required.

Very high degree of attention to detail is required.

Broad knowledge of association governance and operations preferred. Certified Associate Executive (CAE) preferred.

Superior interpersonal skills; adept at interacting with senior executives in business and international agencies, and with university faculty and administrators. Work style focuses on accuracy, quality, organization, and professional decorum.

Must demonstrate the highest level of professional and personal etiquette at all times.

Proven ability to handle confidential information with discretion.

Strong relationship building and management skills

Ability to work as part of team with the ability to lead, motivate and inspire others

Ability to multi-task in a fast paced, deadline driven business environment

Quickly able learn and understand the ABET governance structure, and relevant procedures and deadlines for preparation and conduct of governance meetings

Proficiency in the Microsoft Windows operating system and the Microsoft Office applications software is essential.

Ability to occasionally travel and work flexible hours. Some weekends and evening are required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; sit; reach with hands and arms; and stoop, kneel, or crouch.

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JOB DESCRIPTION

POSITION:
Specialist

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Occasional travel including overnight stays is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet

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