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Board Role Description & Screening Criteria for All Directors¹

The International Association of Facilitators (IAF) is registered as a tax-exempt, not-for-profit Association with the Office of the Attorney General in the US State of Minnesota, and is governed by a global volunteer Board of Directors of 16 members, under bylaws revised in October 2009.

A Board operations manual is available to all Directors.

Directors serving a term on the Association's global Board of Directors are expected to participate fully and share in the strategic governance of the Association, on behalf of its membership and in service to the facilitation profession.

Key responsibilities include:

- To participate in all Board meetings (face-to-face/teleconference/electronic);^{2 3}
- To contribute as necessary and appropriate to all global Board policy and operational discussions between Board meetings;⁴
- To participate (directly or indirectly) in Board working groups and committees (especially ones whose work directly relates to the Director's particular portfolio);
- To submit regular reports to the Board on the activities and results managed within the Director's particular role;⁵

Key duties include:

- To ensure that the Association complies with its bylaws and all relevant legislation & regulations, according to its legal registration;
- To ensure that the Association pursues its non-profit objects as defined in its bylaws;
- To ensure that the Association uses its resources exclusively in pursuance of its non-profit objects;
- To contribute actively to the Board's role in providing strategic direction to the Association - setting overall policy, defining goals, setting targets and evaluating its performance against agreed targets;

¹ The Board approved the present role description for all Directors in September 2010. The screening criteria were approved and added by the Board in July 2010. Both are to be read in conjunction with specific role descriptions and screening criteria created for each particular Board role.

² An annual face-to-face generally meeting takes place in January of each year. Teleconference Board meetings are held monthly for around two hours, at varying times to accommodate global time zone. Electronic voting is also occasionally used.

³ Directors are expected to participate in at least 75% of the Board meetings each year. Failure to meet the participation requirement during a twelve-month period is considered an automatic voluntary resignation from the Board. (IAF Bylaws 2009, Section 4.09 – Participation)

⁴ Largely by email & and other virtual tools, such as WebEx and Skype.

⁵ A brief written report to the Board from the region is expected in advance of each monthly Board meeting.



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- To safeguard the vision, mission, and values of the Association;
- To ensure the effective and efficient administration of the Association;
- To ensure the financial stability of the Association;
- To protect and manage the property of the Association and to ensure the proper investment of its funds;
- To manage IAF’s relationship with and performance of paid staff and contractors.⁶

In addition to the above essential duties, Directors should use their specific skills, knowledge and experience to help the Board reach sound decisions. This may include:

- Scrutinising board documentation,
- Leading both exploratory and consensus-building discussions,
- Strategising around key issues,
- Providing guidance and leadership for initiatives,
- Working on other issues for which the Director has special expertise specific issues.

Screening Criteria

Below is a summary of the screening criteria used to determine if a member should stand for election for a position on the Board of Directors:

Criteria	Essential qualities	Desirable qualities
Commitment to the IAF and its values	<ul style="list-style-type: none"> • IAF member in good standing (membership fee paid for one year in advance). • Agrees to support the purposes of IAF as stated in its bylaws • Acts and communicates in a manner consistent with IAF core values 	<ul style="list-style-type: none"> • Active within the last three years, e.g. has served on a project team, demonstrated local leadership, assisted with an IAF conference or event • Holds an IAF Certified Professional Facilitator designation
Demonstrated leadership and management skills	<ul style="list-style-type: none"> • Understands and accepts the legal duties, responsibilities and liabilities of a non-profit • Exercises strategic vision • Understands the Board role applied for and its particular duties & responsibilities 	<ul style="list-style-type: none"> • Experience in leadership, governance or management with another (international) non-profit or membership association • Understands IAF’s structure, operations & strategic initiatives

⁶ Our main contractor is Peggy Bushee Services in Minnesota, whose staff administers IAF’s membership and finances.



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Criteria	Essential qualities	Desirable qualities
Time and energy	<ul style="list-style-type: none"> • Willing & able to devote the necessary time and effort: • to attend monthly Board calls • to attend at least one Board meeting and conference per year • to work independently and with others to fulfill the role 	<ul style="list-style-type: none"> • Willing & able to devote the necessary time and effort: • to lead or participate in additional committees, task forces or teams
Personal Attributes	<ul style="list-style-type: none"> • Good English verbal & written communication skills • Skilled and experienced in working collaboratively • Access and skills to collaborate remotely by email, Skype etc. • Willing & able to travel as necessary • Dependable – proven track record of delivering on commitments • Good independent judgment, ability to think creatively, and share opinions candidly • Exercises the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty & leadership 	<ul style="list-style-type: none"> • Fluent or competent in at least one language other than English • Experience of working in multi-cultural environments • Possess attributes that help the Board as a whole to better reflect the diversity of its membership and the profession, e.g. age, gender, culture etc.
Role-specific attributes	<ul style="list-style-type: none"> • Additional essential qualities specific to the role to which to individual is applying 	<ul style="list-style-type: none"> • Additional essential qualities particular to the role of Vice-Chair & Chair (for succession planning)