

Board of Director – Member Position Description - Focusing on Education Design and Technology

Role

The Inteleos Board Director shall work diligently to grow and sustain the organizational mission, oversee the execution of organizational strategy, and uphold all fiduciary responsibilities as a Board member.

The Board Director with an emphasis in the areas of educational design and technology shall have strategic experience in educational design and related technologies to assist the Board of Directors and executive staff in developing, planning, and in the execution and management of comprehensive education and evaluation programs to meet business development and strategic initiatives on a global basis.

Meetings

The Inteleos Board of Directors shall hold at least quarterly meetings per year, with, on average, two of those meetings being in person. The Chair of the Board has the authority to call a Board or Executive Committee meeting at any time.

Board Partners

- Inteleos Executive Committee
- Inteleos Board of Directors
- Chief Executive Officer (ex-officio Board member)
- Staff Liaison

Terms of Service

- A two-year term with one renewable two-year term
- Ability to be elected to the Executive Committee after one full term of service on the Board;

Qualifications

- Experience and demonstrated skill sets in the area of educational design and technology

Time Commitment

- Average 2 hours per month
- Average three travel meetings or extensive virtual meetings per year

Responsibilities:

1. Uphold legal responsibilities of Duty of Care, Duty of Loyalty and Duty of Obedience;
2. Develop, maintain, and provide oversight of an organizational strategic plan;
3. Develop annual organizational objectives that link to the strategic plan;
4. Lead or participate in assigned committees, task forces or working groups;
5. Perform yearly CEO performance evaluation;
6. Approve annual budgets and special allocations within a budget year;
7. Perform Board elections and vote on individual appointments as needed;
8. Represent the organization at assigned events and meetings;
9. Be prepared for each Board meeting by reading all materials and asking questions;
10. Maintain the utmost confidentiality of Board and organizational matters at all times;
11. Always perform at the highest professional demeanor that allows for mentoring and coaching others;
12. Understanding that a Board speaks with one voice.

Skill Sets:

1. Motivated by solving complex challenges in medical educational design and technology;
2. A proponent of innovative and technology-supported training and assessment approaches with an emphasis in healthcare;



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3. Extensive work, consulting, and advising portfolio in non-profit, corporate, higher education, technology, and healthcare;
4. Capable of spearheading the organization's development and implementation of innovative care delivery models;
5. Strategic thinker who can identify, design, and effectively incorporate technology plans, tools, and programs;
6. Ability to actively participate in Board settings through questions and active listening skills;
7. Demonstrated the ability to work in a team environment;
8. Ability to make individual decisions in a team environment;
9. Ability to maintain strategic awareness and have a comfort level with ambiguity;
10. Ability to use computers and software to view, write, edit and share documents and engage in virtual meetings;
11. Basic knowledge of parliamentary procedures;
12. Ability to learn about new areas relevant to the organization;
13. Ability to understand basic testing, non-profit, and for-profit organizational concepts.