

2023 GSA Nominations Guide

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What positions are open for nomination this year?

Position Name	Affiliation	Quantity	Total Term Length	Start Date	End Date
Board Member	Society Wide ¹	1	3 years	1/1/2024	12/31/2026
Board Member	Society Wide ²	1	3 years	1/1/2024	12/31/2026
Board Member	Society Wide ³	1	3 years	1/1/2024	12/31/2026
Vice Chair-Elect	Academy for Gerontology in Higher Education	1	4 years	1/1/2024	12/31/2027
Vice Chair-Elect	Behavioral and Social Sciences	1	4 years	1/1/2024	12/31/2027
Vice Chair-Elect	Biological Sciences	1	4 years	1/1/2024	12/31/2027
Vice Chair-Elect	Emerging Scholar and Professional Organization	1	4 years	1/1/2024	12/31/2027
Vice Chair-Elect	Health Sciences	1	4 years	1/1/2024	12/31/2027
Vice Chair-Elect	Social Research, Policy, and Practice	1	4 years	1/1/2024	12/31/2027

¹ Given the composition of the 2024 Board of Directors, preference for this board member position will be given to nominees from a discipline associated with the health sciences.

² Given the composition of the 2024 Board of Directors, preference for this board member position will be given to nominees from a discipline associated with the behavioral and social sciences.

³ Given the composition of the 2024 Board of Directors, preference for this board member position will be given to nominees who are mid-career professionals.

What are the duties of these positions?

Board of Directors

Authority

The Board of Directors is the legal authority for the Society. The property, affairs, and business of GSA are managed by the Board. The Board is elected by the membership of the Society. The Board delegates the day to day operations and management of the organization to the CEO who has the authority from the Board and who is accountable to the Board, in its oversight capacity, to carry out the organization's vision, mission and strategic goals.

Duties of the Board of Directors

- Effectively govern and lead the organization on behalf of the membership and with accountability to the membership.
- Develop and improve the organization's governing policies and procedures.
- Hire, assist, counsel, oversee and regularly evaluate the CEO.
- Craft the strategic goals, objectives and metrics of success for the organization, with input from GSA staff.
- Maintain, monitor and protect the safety and soundness of the organization and its assets.
- Ensure the proper maintenance of all accounts and financial records of the organization.
- Understand and monitor the performance and results of the organization.
- Help craft and approve an annual budget for the organization.
- Act as active ambassadors to the organization's membership as well as the community as a whole. Speak as one voice once a decision has been made by the Board.
- Retain independent auditors, accountants, and legal or governance counsel as is necessary.
- Ensure the organization acts ethically and with genuine financial integrity.
- Monitor regulations and legal issues pertaining to the organization.
- Sell, dispose of, or mortgage any or all the property of the organization.

Duties of Individual Board Members

- Assist in shaping the vision, mission and strategy of the organization.
- Demonstrate personal and sustained commitment to achieve the vision and mission of the organization.
- Actively engage, contribute, participate and ask questions.
- Keep informed, prepare for and attend board meetings.
- Participate in board development and educational activities.
- Participate in the fundraising process through cultivation, solicitation or stewardship.
- Support and participate in the organization's community outreach efforts and activities.
- Understand and monitor the organization's finances, safety and soundness.
- Carry out its legal duties of care, loyalty and obedience to GSA's mission.
 - A director must carry out his or her duties in good faith, in a manner reasonably believed to be in the best interests of GSA, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (Duty of Care)
 - A director must administer the affairs of the GSA fairly and impartially and without discrimination. (Duty of Loyalty)

- A director must direct the operations of GSA in conformity with Federal, state and local laws and regulations, sound business practices, and the GSA's own policies, procedures, Bylaws and regulations. (Duty of Obedience)
- Serve on committees as opportunities arise, including service on one of the standing committees: Finance; Program, Publications, and Products; and Membership.
- Attend the Annual Scientific Meeting.

Section Officers

Duties of the Section Officers

Section leaders shall be responsible for organizing section activities, planning section programs at the Annual Scientific Meeting, and selecting award and Fellow recipients. Section leaders should refer to the Committee charters for specific duties, including their duties as part of the Membership Committee and the Program, Publications, and Products Committee.

Vice Chair-Elect

- Member of the Program, Publications, and Products Committee
- Learning from and supporting the Vice Chair
- Document section meetings and maintain the section's Policies and Procedures Manual

Vice Chair

- Member of the Program, Publications, and Products Committee
- Lead the process for determining the Annual Scientific Meeting program for the section

Chair

- Member of the Membership Committee
- Set the strategic goals and initiatives for the section
- Preside over all meetings of the section officers and membership
- Lead the process for determining the Fellow nominees for the section (if applicable)

Past Chair

- Serve as the point of contact for the Governance Committee and coordinate the section's nominations list for the section chair elections.
- Serve as a member of the Membership Committee.
- Lead the process for determining the award recipients for the Section.
- Shall have responsibility and authority over the funds of the Section, within the limitations set forth by the Society.

Who is eligible to be nominated for these positions?

A. In accordance with the Bylaws of GSA, only members with the following qualifications will be eligible for nomination.

- I. At the time of nomination, a candidate must be primarily active in the field of gerontology as it is applied to research, education, practice or policy in the private or public sector, with no less than five years of professional experience. ESPO candidates may have fewer years of experience.
- II. A candidate must have relevant experience that equips him/her to serve the Society in a governance and strategic planning role focused on the long-term growth and success of the organization.

B. A candidate must be a member in good standing for a minimum of five consecutive years.

- I. To be nominated for a section position, candidates must be a primary member of the section in which they are nominated.
- II. To be nominated for AGHE section position, candidates must be either an AGHE institutional representative or a primary member of the AGHE section.
- III. ESPO candidates may have fewer years of experience.

C. The candidate must have the support of their organization or institution's management, and

- I. Must be able to attend at least three Board of Directors meetings annually if a Board Officer or Board Member; must be able to attend scheduled meetings of Section leaders if a Section Officer.
 - a. One meeting will be held in conjunction with the Annual Scientific meeting at which the expense of travel would be the responsibility of the Board Officer, Board Member, or Section Officer.
- II. Must be able to devote a reasonable amount of time to GSA business.

D. A candidate ideally will have been an active participant in GSA affairs within five years immediately preceding his/her candidacy (ESPO candidates excluded), preferably including recent service in one of the volunteer positions shown below:

- I. Member of the Board of Directors
- II. Member of the GSA Section Leadership
- III. Member of a GSA Committee, Taskforce or Workgroup
- IV. An Interest Group Convener
- V. Previous Editor of a GSA publication

Who is eligible to submit nominations?

Nominations for members of the Board and section vice chair-elects must come from GSA members. These nominations must be submitted through the online nominations form via a self-nomination or a nomination on behalf of a nominee. Online nominations will be open from February 8 – March 23 for board member positions and February 8 – April 11 for section officer positions.

Questions? Email ballots@geron.org