

## Board Member Criteria Example from the Society of Tribologists and Lubrication Engineers



**Position:** Elected Director- STLE Board of Directors  
**Term:** 3 Years

### Position Specifications

Qualified candidates must demonstrate the following:

- Leadership ability
- Critical and strategic thinking
- Commitment and stewardship to the industry

### Position Description

#### Specific Responsibilities

- Review and understand the STLE bylaws and policies.
- Review and understand STLE strategic plan.
- Assist officers in oversight of the management and direction of the society.
- Participate in Board of Directors meetings and strategic planning.
- Serve as resource to the headquarters staff, committees and other board members.
- Represent this organization in a positive and supportive manner at all times.
- Introduce membership needs and suggestions to the Board of Directors.
- Assist in locating and developing funding sources for the society.
- Perform tasks as assigned by the chair and/or Board of Directors.
- Review and respond to all action and information requests from headquarters office.
- Attend STLE events when possible.

#### General Tasks

- Make attendance at all meetings of the STLE Board of Directors a high priority.
- Be prepared to discuss the business addressed at scheduled meetings, having read the agenda and all background material relevant to the agenda topics.
- Comply with all STLE policies and procedures as noted in the Policy and Procedures manual.
- Sign and abide with the Conflict of Interest Disclosure form.
- Be guided by the STLE mission and goals in all policy decisions.
- Provide input and vote on board decisions.
- Maintain the confidentiality of privileged and/or sensitive STLE information.
- Display courteous and respectful conduct in all board meetings.
- Respect both the privacy and the opinions of peers who serve and leave personal prejudices out of all meeting discussions.
- Support in a positive manner all actions taken, even when in a minority position on such actions.
- Be willing to serve on a subcommittee of the Board of Directors (Finance, Governance Section Affairs or Strategic Planning).

#### Time Commitment

- Attend four in-person meetings a year: one in the fall (September/October), one in the winter (January) and two during the STLE Annual Meeting (May); regular meetings are one to two days in length, including subcommittees (requires travel).
- Participation is requested in any additional conference calls and/or in-person meetings throughout the year, based on need or request.
- STLE does not reimburse board members for travel and lodging expenses related to meeting attendance.