

## Serving on the OHBM Council

When running for a position on the Organization for Human Brain Mapping's Council, there are important aspects for you to consider regarding the role, commitment and responsibilities involved. In order to make an informed decision, below is important information for you to consider.

The OHBM is a non-profit, 501c3 Society governed by a Council and managed by an Executive Office team. As with any role on a non-profit Council, prior to committing to such service, you should familiarize yourself with how the Society is structured and understand its governance.

### General information

- **What is the role of a Council Member?**

Each member of the Council has specific responsibilities based on their role (Chair, Treasurer, Secretary, Program Chair or Education Chair). All roles, however, share the same core responsibilities to ensure organizational oversight. The Council is charged with the governance of OHBM (follow Bylaws and Articles of Incorporation), makes and follows a strategic plan, makes policies, sets goals and monitors progress. Council members also have a legal/fiduciary responsibility to the Society. This includes following laws, acting in good faith for business decisions, complying with conflict-of-interest policies, and ensuring the best interests of the Society.

- **How much time commitment will this role need from me?**

The OHBM Council meets a minimum of three times per year including two in-person meetings (November and June in conjunction with the Annual Meeting) and one time via conference call. Other conference calls may be scheduled if needed. In addition, there are actions that each Council member needs to take to ensure their work and the work of their assigned committees moves forward. The workload may fluctuate between months.

- **What expectations are there for a Council Member?**

OHBM Council members are expected to regularly attend Council meetings (including preparing for the meeting by reviewing the agenda and all related supporting documents), stay apprised of issues/needs of the Society, carry out the actions/follow-through related to their respective role and the committees in which you serve as liaison. Council members are expected to contribute to Society discussions held during the meetings and outside the meetings via emails and other technology to ensure the best decisions are made. The Executive Office supports Council members to assist them in advancing their initiatives.

- **What type of information is presented and discussed at the Council level?**

The OHBM Council agenda includes strategic and operational discussion items. This may include updates on the status of the yearly goals for the strategic plan as well as the financial statements. The Council discusses Society priorities to ensure the needs of the membership are met while also deciding how best to utilize its resources. The Council agenda is prepared by the Executive Director alongside the Council Chair with input from other Council members and OHBM committee chairs.

- How are the meetings managed?**

The OHBM Council Chair presides over all Council meetings. Each Council member is provided with the supporting materials to review prior to each meeting. The Executive Office manages the Council meeting notifications, material production, minutes and assists with action items generated by the decisions of the Council.
- What type of orientation is offered for new Council members?**

New OHBM Council members are invited to an in-person orientation meeting facilitated by the OHBM Executive Director immediately preceding the Council meeting held during the Annual Meeting. (In the case of a virtual meeting year, the orientation is offered virtually as well.) Information is shared on the Society, committee/SIG/Chapter structure, financials, strategic initiatives, Council communication, and resources available. The prior Council is also invited to serve as a resource for new Council members.
- How does serving on the Council differ from serving on a Committee or Task Force?**

While a Committee leader tends to be focused on the specific responsibilities to that project or function, a Council member must consider the broader needs of the organization. Council members work on the ‘big picture’ level instead of the focused work of a Task Force/Committee.
- How is the Council kept apprised of important information?**

It is important that the Council is kept up to date on Society matters. The Council strives for open communication between Council members and also with the membership at large. Each Council member is asked to communicate pertinent information with each other as well as the Executive Office. The Executive Office also works to ensure the appropriate information is brought to the Council’s attention.
- What type of experience should I have to serve on the OHBM Council?**

While there aren’t specific eligibility requirements to serve on the OHBM Council, interest in serving your community provides an important framework for the role. At a core level, an engaged OHBM member with a history of volunteer and leadership roles is helpful. A Council member will need to have the Society’s best interests as their priority. Beyond this, prior experience working with others is key – experience on task forces, work groups, committees, or SIG/Chapter volunteers. Knowledge of non-profits and their governance is not required but helpful. Other valuable skills are strong communication, ability to think strategically, explore options, recommend action, implement initiatives, and ability to collaborate with others.

## Fiduciary/Governance information

- Council members have a fiduciary responsibility to the Society, what does this mean?**

To serve on a Society is to take on some level of legal responsibilities in regard to the Society. The Council takes on ‘duty of care, loyalty, obedience’ in regard to their work in the name of the Society. Council actions must be consistent with laws and the best interest of the Society. In order to accomplish this role, Council members have expanded access to Society information and staff resources.
- What type of financial information is reported to the Council?**

Financial oversight is an important part of the Council’s role. As such, the Council reviews, discusses and approves routine financial statements for OHBM. The Council receives a balance statement, income statement and investment information on a regular basis.

- **How are conflicts of interest managed for OHBM?**

All Council members will annually complete a conflict-of-interest statement. These statements are shared with the Council to ensure unbiased decision making for OHBM.

## Council Member Roles

**Council Chair.** The Chair of the Council presides over meetings of the Council. The Past Chair and Chair-elect assist the Chair and substitute for the Chair when necessary, with the Past Chair taking precedence over the Chair-Elect in substituting for the Chair. The Chair is on the agenda during the Opening Ceremonies during the Annual Meeting and leads the membership meeting during the Annual Meeting at GAFF. The Chair serves as a Council liaison to the Scientific Advisory Board.

**Secretary.** The Secretary is responsible for approving the minutes of all meetings before distribution to the Council. They are further responsible for aiding in the communications to members and meeting participants. The Secretary provides a report on membership engagement in the Society to the membership during GAFF. The Secretary is the Chair of the Nominating Committee and serves as a Council liaison to the Student/Post Doc SIG. The Past Secretary serves as a Council liaison to the Diversity & Inclusivity Committee.

**Treasurer.** The Treasurer is responsible for oversight of all monies and valuable effects in the name and to the credit of the Society. They provide an accounting of the Society's financials to the Council on a regular basis and report to the membership on the financial health of the Society during GAFF. The Treasurer is the Chair of the Finance Committee.

**Program Chair.** The Program Chair, along with the Program Committee, designs the educational program format, content and schedule for the Annual Meeting. They oversee the entire abstract process in partnership with the Executive Office and Local Organizing Committee. The Program Committee facilitates communication between Council and the members regarding the Annual Meeting and presents data on activities during GAFF. The Program Chair reports to the members during the Opening Ceremonies at the Annual Meeting and moderates the Closing Session of the meeting. The Program Committee Chair serves as the Council liaison to the Local Organizing Committee.

**Education Chair.** The Education Chair, along with the Education Committee, designs the educational course schedule and content for the full-day educational series offered the day preceding the Annual Meeting. The Education Chair also serves as Chair of the Task Force that develops educational activities outside of the Annual Meeting. The Education Chair serves as a Council liaison to the Open Science SIG, and the Education Chair-Elect serves as a Council liaison to the Brain Art SIG.

## Council Liaison Assignments to Committees and SIGS

The following positions serve as liaisons to an OHBM Committee and/or SIG:

- Chair: Scientific Advisory Board
- Secretary: Student/Post Doc SIG
- Past Secretary: Diversity & Inclusivity Committee
- Secretary: Communications Committee
- Past Treasurer: Aperture Oversight Committee
- Program Chair: Local Organizing Committee
- Education Chair: Open Science SIG
- Past Education Chair: Brain Art SIG

**Purpose:** A Liaison is a member of the Council who is charged with being the critical connection between the OHBM Council and a Committee/Task Force or SIG. The Liaison serves as a monitor and advocate for the Committee/Task Force or SIG's progress and reports on their needs, proposals and status to the Council, and in turn, relays important information back to the Committee/Task Force or SIG from the Council. Liaisons should always be aware of the tasks charged to and the progress on those tasks assigned to their Committee(s)/Task Force(s) or SIG(s).

**Terms:** Council Liaisons are appointed by the Council by position as it relates to the relevancy of the SIG. Terms are one year, but the Council Chair has the flexibility to change Liaisons mid-term if necessary.

**Responsibilities:** The Liaison shall attend Committee/Task Force conference calls and/or meetings with sufficient frequency to ensure that the lines of communication are open between the Council and the Committee/Task Force as follows:

- Facilitate effective communication between the Council and the Committee/Task Force – e.g., Council decisions, approvals, changes in scope or work, recommendations, etc., immediately following a Council meeting.
- Review the progress of the Committee/Task Force regarding the completion of the assigned tasks/responsibilities.
- Identify potential cross-collaboration opportunities (e.g., between/among Committees/Task Forces, or between/among Committees/Task Forces and the Executive Office) and initiate/facilitate conversations on these opportunities to ensure alignment with each Committee/Task Force's strategic priorities and scope of work (as per organization-wide strategic priorities) while avoiding duplication of effort.
- Ensure that regular reports are submitted to the Council from the Committee/Task Force.
- Act as an advocate for their Committee/Task Force during a Council meeting.
- Report to their Committee/Task Force, any action taken by the Council that impacts the Committee/Task Force's charges and activities.
- Work with Committee/Task Force leaders to ensure appropriate succession planning and leadership development of Committee/Task Force members.
- Foster collaborative working relationships among Council Chair, Committee/Task Force and the Executive Office.
- If the Committee/Task Force is unable to perform its work successfully for any reason, escalate concerns to the Council.
- In the event a Committee/Task Force Chair or Committee is not performing, the Liaison works with the Council Chair and Executive Director to strategize on steps to be taken to improve Committee/Task Force performance.

Serving on the Council for your Society to which you are committed is very rewarding. We hope you find this information helpful as you consider participating on the OHBM Council. For further information, please contact the Executive Office at [info@humanbrainmapping.org](mailto:info@humanbrainmapping.org)