



## **Board of Director Job Descriptions – 2026 Open Positions**

### **President**

The President serves a single one-year term as the principal officer of the Society, presiding over all meetings of the Society and the Board of Directors. Responsibilities include:

- Providing an annual report to the membership on Society and Board activities.
- Helping to oversee and implement the PES Strategic Plan.
- Serving a total of three years: one as President-Elect, one as President, and one as Immediate Past President.

### **President-Elect**

In the President's absence, the President-Elect assumes all duties of the President. The President-Elect:

- Serves one year on the Executive Committee.
- Becomes familiar with PES Bylaws.
- Learns the structure and goals of PES Committees and Special Interest Groups (SIGs).
- Builds rapport with Committee and SIG Chairs/Members.
- Establishes a strong working relationship with Management.
- Understands the PES Strategic Plan.
- Develops personal goals for the presidency.

### **Director**

Directors are elected for a single three-year term. Responsibilities include:

- Preparing written reports for the Board when applicable.
- Attending all Board meetings.
- Reviewing Board minutes.
- Participating in the PES Strategic Plan.
- Serving as Board Liaison to assigned Committees and SIGs.

### **Secretary**

The Secretary is elected for a four-year term and is a key member of the Board leadership team.

- Acts as a communication liaison with other societies and organizations.
- Maintains records of all Society and Board meetings.
- Serves as a resource to the President, other officers, and Management.
- Orients the incoming Secretary.

### **Duties Common to All Board Members**

- Prepare written reports on topics for discussion.
- Attend all Board meetings.

- Review meeting minutes.
- Support and implement the Strategic Plan.
- Serve as Board Liaison to Committees, SIGs, and Mission Alliance Partners.

## Leadership Qualities

- **Passion** for the success of PES. Serving on the Board is a deep personal priority.
- **Dedication** to accomplishing and completing the task at hand.
- A **History** of deep commitment to the Mission and Vision of PES
- **Commitment** to excellence and maintenance of high standards.
- **Integrity** to never veer from inner values, even when it might be expeditious to do so.
- **Humility** to recognize that they are no better or worse than other members of the team.
- **Openness** to listening to new ideas, even if they do not conform to the usual way of thinking, and recognition that one's views may not be the view of most members.
- **Creativity** to think differently and get outside of the box that constrains solutions.
- **Fairness** in dealing with others consistently and justly – checking all the facts and hearing everyone out.
- A **sense of humor** is vital!

## Frequently Asked Questions

### What do you enjoy most about being on the PES Board?

- Being able to support endeavors on education, policy-making, and networking.
- The opportunity to contribute at a high level to national policy, member education, and the scientific direction of the field.
- The ability to drive change within the PES; work with wonderful colleagues; bring value to members of the PES through education, funding, leadership, and mentoring opportunities; and advocate for our members and, most importantly, for the patients and families we serve.
- It's a great experience shaping the direction of the Society by organizing its activities. It's impressive how many things PES is accomplishing, and members don't really get this bird's eye view.
- Serving as President was one of the most meaningful activities of my career.

### How much time is required?

- Director: ~1–2 hours/week (variable)
- President: Up to 5–10 hours/week
- President-Elect: ~2–4 hours/week
- Secretary: ~2 hours/week
- Treasurer: ~½ hour/week except during audits/proposals

### Did you change your schedule for Board duties?

- Some adjusted meetings or clinic schedules, especially during major events or calls.
- Most did not require major changes.

### How much travel is involved?

- Three in-person meetings per year: September, January, and before the Annual Meeting.
- Each meeting lasts 1–2 days, plus travel (~9 days annually total).

### How had you been involved in PES leadership prior to joining the BOD? How did this influence/impact your decision to be on the BOD?

- I have been on the Education Committee (including Chair), Public Policy Committee, Education Council (including Chair of the Fellow Education Committee), and Program Committee (including Chair). The ability to work with so many people outside of my institution on so many important issues made me want to do even more to support the field of pediatric endocrinology.
- Yes. Having been on the BOD previously as both a Director and President, I wanted to continue to serve the Society at as high a level as possible (Secretary).
- Yes, I had previously served as Chair of the D&T Committee, the Fellow Spring Retreat, and the Research Affairs Committee. I had really enjoyed my leadership roles in these committees and had also interacted with the BOD during meetings of the BOD with Committee Chairs and via BOD liaisons. Understanding the vision and mission of the PES, realizing that I could drive change with the potential to beneficially impact my colleagues as well as our patients and families went a long way to influencing my decision to accept the nomination for election to the BOD. This also presented the opportunity to network with stalwarts in the field of pediatric endocrinology.
- I have been the Chair of several committees (Education, Nominating, Program). Several of my colleagues have also been on the BOD. Through these exposures, I became interested in the workings of PES.

### Has being on the BOD helped you achieve your professional or academic goals?

- I have only been officially on the BOD for a few months, but I would assume so.
- Greatly so.
- I was already a professor when I joined the BOD, but it has helped me achieve certain professional goals.
- It has allowed me to take on some roles and projects that would not otherwise have happened. This has led to increased professional satisfaction.
- Roles such as these speak to national leadership/service and can help with promotions.

### If asked, would you serve on the BOD again?

- Yes (from all respondents)

### In your opinion, does serving on the BOD prepare you if you were to run to be the President?

- Absolutely, as you get a detailed understanding of all aspects of Society workings. This is not an official prerequisite to run for President and has not greatly limited those Presidents in the past who bypassed a director position, but I still think it is a better route.
- Definitely. It would be a challenge coming into the President role without the clear understanding of the structure of the society, how the BOD works, and the ongoing projects that prior BOD service allows.

### **How has the relationship been between various board members? How has conflict/differences of opinion been handled in the past?**

- The relationships have been great and supportive. We don't always agree, but we agree to disagree and have not had any problem coming to a consensus.
- I honestly have never had any significant issue with any co-BOD member now in my 9th total year of participation. We clearly do not always agree on everything, but there has always been a desire to listen to the opinions of others and come to a fair resolution.
- Relationships between Board members have always been very collegial and inclusive, at least for the past five years that I have been a Board member. Conflicts or differences of opinion are typically handled through discussions and a vote.
- In my time on the BOD, the relationships between Board members and between the BOD and Management has been fantastic. We are all working together for the good of PES. Conflicts are dealt with in a professional manner and do not become personal.

### **Is there any prior institutional leadership experience needed to be a part of BOD?**

- I think it would be good to have some leadership experience, but it doesn't need to be a high-level position – just the knowledge of how to lead and participate in groups.
- I think that it helps to have some academic or other in-house type of leadership experience, e.g., division chief, fellowship director, clinical program director, but would not say this is mandatory.
- Not required, but it can be helpful.
- I don't think this is necessary. It wouldn't hurt but isn't required.

### **How diverse is the BOD (not just from a gender/race perspective but also a mix of academicians/private practice/educators/etc.)?**

- The percentage of women in pediatrics and pediatric endocrinology is increasing, and we are seeing that change in the BOD as well. Recently, we have had more racial/ethnic population group diversity too. BOD members tend to be academicians, but vary as to whether they are predominantly researchers, clinicians, or educators. I do not think we have had anyone who is solely in private practice, but I do not know if anyone has expressed interest – their voice is important too, and they certainly should run if interested. Working directly for a pharmaceutical company might be a conflict of interest under current pharma guidelines.
- The BOD has become more diverse over time, but we still lack representation from private practice, which we would like to include in the coming years. We have discussed strategies to enable and encourage this.