# Advisory Board Member - Role and Tasks

Updated August 2021

The Design Society Memorandum and Articles of Association states in point 10 (c) – An Advisory Board Member *‘will advise, guide and support the Directors in developing and furthering the aim and objectives of the company. It will do this by bringing forward for consideration by the Directors any item of business or topic pertinent to the company. Recommendations made by the Advisory Board will not be binding on the Directors.’*

The Memorandum and Articles of Association also states in Office Bearers, point 64 – ‘*The office bearers shall be decided by the Advisory Board after each General Meeting, based on the proposal of the directors. The office of President is limited to two terms of two years after which he/she shall not be eligible for re-election.’*

The list of roles and tasks below has been compiled as an informal guidance for AB members in performing their rile and tasks on the Advisory Board.

# Tasks for the Advisory Board (AB)

**Advise the BM (ongoing process)**
The AB assists the BM as needed, usually this is communicated through the AB Chair. Conversely, proposals can and should also be developed from the Advisory Board to further develop the DS on a strategic and operational level.

**Participate in standing and ad-hoc Committees in the DS (ongoing)**
Support the BM on matters that help increase the value of the Society to its members and the community. Work on various improvement projects, these could be standing (permanent) committees or ad-hoc (temporary) committees that work on a particular issue for a limited period. The aim of the committees is to develop strategies and solutions for the further development of the DS in accordance with the defined purpose of the association and for the benefit and support of the members.

**Carry out specific tasks on behalf of the DS (ongoing)**
The tasks to be dealt with here are those that can go beyond the activities in the committees. This is done in consultation with and at the invitation of the BM.

**Attend the Rigi meeting each year (Usually 3rd week in March)**
The AB meets in person annually. This meeting is referred to as the “Rigi Meeting” named after the first such meeting at the Rigi Mountain in Switzerland in 2009. AB members attend at their own expense.
The Rigi Meeting is devoted to discussion of Society issues and is a major source of advice for the BM. The three-day meeting includes SIG Day, Science Day, and AB/BM Joint Meeting Day. AB members are expected to attend the last two days. The Rigi meeting is of great importance for the further development of the DS, as strategic tasks are discussed here and prepared in the sense of operationalization.

**Participate or otherwise support the organisation of ICED and other Society events (ongoing)**
AB members will on occasion be invited to Chair or form part of the Programme Committee at ICED. All AB members must be part of the Scientific Committee at ICED.

**Other important activities**

* Serve as ambassadors for the DS
* Vote on alternatives presented by the BM. The results are not binding but are the most significant input to BM decisions.
* Draw the attention of the BM to important issues through informal personal discussion or formally through the AB Chair.

**AB members are personally elected by the membership and cannot delegate their role to other individuals.**

An AB member may be elected to the position of AB Chair or Deputy Chair by the AB members. This position acts as the connection between the AB and the BM and support the organisation of events, such as, chairing the AB meetings at Rigi and ICED, and organising the Science Day at Rigi each year.