

## Advisory Board Member - Role and Tasks

Reviewed on 18 August 2019

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 role and tasks on the Advisory Board.

### Tasks for the Advisory Board (AB)

Task	Further information	Approx. timing
<b>Advise the BM</b>	When required usually through the AB Chair.	Ongoing
<b>Participate in Standing and Ad-Hoc Committees in the DS</b>	Support the BM on matters that help increase the value of the Society to its members and the community. Be involved with various improvement projects either on a Standing Committee (permanent) or Ad-Hoc (temporary) committee for a limited period.	Ongoing
<b>Carry out specific tasks on behalf of the DS</b>	Typically, by invitation of the BM	Ongoing
<b>Serve as Ambassadors for the DS</b>		Ongoing
<b>Attend regular teleconference meetings arranged by the AB Chair</b>		Quarterly
<b>Attend the Rigi meeting each year</b>	The AB meets in person annually. This meeting is referred to as the “Rigi Meeting” named after the first meeting on the Rigi Mountain in Switzerland. 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 AB/BM Meeting Day, Science Day and SIG Day.	Usually 3 <sup>rd</sup> week in March

<p><b>Vote on alternatives presented by the BM.</b>  <b>The results are not binding but are the most significant input to BM decisions.</b></p>		
<p><b>Draw the attention of the BM to important issues through informal personal discussion or formally through the AB Chair.</b></p>		Ongoing
<p><b>Participate or otherwise support the Society at ICED and other events.</b></p>	<p>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.</p>	Ongoing
<p><b>AB members are personally elected by the membership and cannot delegate their role to other individuals.</b></p>		