



## **POSITION DESCRIPTION CONTENT DIRECTOR**

### **BASIC FUNCTIONS**

It is the responsibility of the Content Director to guide the management and development of TMS content initiatives, inclusive of journals, books, e-resources, and other media; grow content-related strategic and revenue opportunities; and protect and build the TMS brand as a provider of content to the science and engineering community. He/she accomplishes this by:

1. Serving as Chair of the Content Development and Dissemination Committee.
2. Representing the entire membership in carrying out the activities of the Society concerned with disseminating information to the professional community.
3. Engaging and motivating divisional officers, committee officers, committee members and staff to act in the best interests of the Society on content consistent with strategic directions and financial resources available.
4. Providing stewardship of existing content assets and leadership in the development of new ones.
5. Seeking approval and/or informing the Board of content development and dissemination activities undertaken on behalf of the Society.
6. Working with the TMS Content Senior Manager (staff liaison) to advance the goals of the Content Development and Dissemination Committee.

### **NATURE AND SCOPE**

#### 1. Position Information

The Content Director must be a voting member of TMS and is nominated by the Nominating Committee and elected by the voting members one year in advance of assuming office. During that year, the Director Elect serves as Chair-Elect of the Content Development and Dissemination Committee. The Chair-Elect is invited to participate in TMS Board meetings as a non-voting member, is invited to participate in CDDC meetings, and may be given assignments by the Content Director. The Chair-Elect continues to hold any other position he or she may have in the CDDC (such as Vice Chair, Technical Division or Program Committee Representative, or At-large Member) and would be considered a non-voting member only if one of these positions was not held at the time of election.

The Content Director is eligible for election for no more than two back-to-back, three-year terms on the Board of Directors and is not eligible for re-election to the directorship after retiring from that position. Following the term as the Content Director, the individual is encouraged to serve one additional year on the Content Development and Dissemination Committee as Past Chair to

facilitate the transfer of the Directorship. The individual may be considered for further service on the Board of Directors after at least one year off of the Board of Directors.

As the Content Director of TMS, many of the director's activities will be related to serving as a member of the Board of Directors and as the Chair of the Content Development and Dissemination Committee. The Content Director will attend two (or more) meetings each year of the Board of Directors and two (or more) meetings each year of the Content Development and Dissemination Committee; some of these meetings may require the Director's presence over at least a four-day period.

In carrying out his/her responsibilities as Chair of the Content Development and Dissemination Committee, the Content Director will support the purpose of the Content Development and Dissemination Committee as it is stated in the committee bylaws.

## 2. Responsibilities

Within the limits of the Bylaws and Operating Procedures, and in partnership with the TMS Executive Director, the Content Director is responsible and has commensurate authority to accomplish the duties set forth below:

- A. Serve as a member of the Board of Directors with the right to vote.
  - i. Create and cultivate an environment with the Board of Directors conducive to understanding the role of content within the Society.
  - ii. Attend and actively participate in Board meetings and other Board activities.
  - iii. Contribute to Society strategic planning initiatives.
  - iv. Present oral and written reports to the Board of Directors on the status of those strategic goals for which he/she is responsible.
  - v. Support policies and programs adopted by the Board of Directors.
- B. Serve as voting member and Chair of the TMS Content Development and Dissemination Committee
  - i. Lead the Committee in developing, implementing, and evaluating policies and programs that will further the Society's goals and strategic initiatives in the content arena.
  - ii. Develop a 3-year plan for existing and new TMS content initiatives.
  - iii. Act as spokesperson for the Content Development and Dissemination Committee.
  - iv. Call special Committee meetings as delineated in the Bylaws.
- C. Act as liaison between the Content Development and Dissemination Committee and the Board.
  - i. Keep the Board of Directors informed on the condition and operations of the Content Development and Dissemination Committee and content-related issues.
  - ii. Work with the Executive Director to present Committee actions and recommendations to the Board of Directors.

- D. Motivate and lead other board members, committee members, the membership, and staff to fulfill the goals of the Society in the content development arena.

### 3. Selection Criteria

#### Skills and Qualifications Required

- A. Knowledge of the conceptual foundations and driving force of the Society, including its content assets.
- B. Previous volunteer experience with a TMS content activity area.
- C. Demonstrated ability to organize and plan effectively.
- D. Demonstrated ability to work effectively toward common goals as a team member.
- E. Demonstrated ability to lead and influence in areas of responsibility.
- F. Demonstrated ability to identify and resolve problems to produce positive results.
- G. Time and employer support necessary to fulfill the duties of the office.
- H. Successful performance record within TMS.
- I. Professionally competent with a high level of integrity.

#### Skills and Qualifications Desired

- A. Knowledge of content management practices in the association field.
- B. Ability to produce results through others while generating positive support.
- C. Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituencies.
- D. Fiscal management experience.
- E. Flexibility, enthusiasm and a positive leadership style.
- F. Has employer's financial support.

Note: New Board Members are required to sign a Conflict of Interest Statement.