



DIA Board of Directors **Job Description**

Position:	At-Large Director, Board of Directors
Organization:	Drug Information Association (DIA)
Global Center:	Washington, DC
Global Locations:	China (Beijing); Europe, Middle East and Africa (Basel); India (Mumbai); Japan (Tokyo); Americas (Horsham, PA)
Reporting Relationship:	Reports to the Chair, Board of Directors
Website:	www.diaglobal.org

ORGANIZATION BACKGROUND

Since its founding in 1964, DIA has evolved from a group of 30 professionals employed in academia and the pharmaceutical industry into a global, multidisciplinary association of nearly 18,000 members in more than 80 countries.

DIA is a global, nonprofit association that provides knowledge resources across the full spectrum of medical and medicine product development, regulatory sciences and therapeutic innovation. DIA provides professionals, from specialist to executive levels and across disciplines, access to timely and authoritative information to advance careers, skills, and innovation.

DIA's mission is to foster innovation to improve health and well-being worldwide by:

- Providing invaluable forums to exchange vital information and discuss current issues related to health products, technologies, and services;
- Delivering customized learning experiences;
- Building, maintaining, and facilitating trusted relationships with and among individuals and organizations that drive and share DIA values and mandates; and
- Offering a multidisciplinary neutral environment, respected globally for integrity and relevancy.

DIA's vision is to be the essential partner to catalyze knowledge creation and sharing to accelerate health care product development.

Our neutral platform is unique for facilitating knowledge exchange and collaboration through:

- Education and training that provides enterprise-wide solutions across the full spectrum of medical product development;
- Membership and engagement in virtual Communities;
- Meetings, conferences, webinars, online learning, and other events to foster knowledge exchange, collaboration, and networking;
- Volunteer leadership opportunities; and
- Publications and other intellectual capital resources.

DIA is a financially independent nonprofit organization funded mainly by earned revenue from digital knowledge products, conferences, publications, educational courses, and membership fees. The voluntary efforts of DIA members and thought leaders allow DIA to advance the pressing issues in health, provide quality programs, publications, and thought leadership to broad, international, stakeholder communities, such as regulatory agencies, academia, industry professionals, payers, and patients.

POSITION

The Board will support the work of DIA and provide mission-based leadership and strategic governance. While day-to-day operations are led by DIA's President & Global Chief Executive, the Board partners with the President & Global Chief Executive to implement strategy, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities:

- Serve as a trusted advisor to the DIA Chair and the President & Global Chief Executive as s/he develops and implements DIA's strategic plan.
- Develop and managing relationships and communicating with members, partners, and other stakeholders.
- Approve DIA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Reviewing outcomes and metrics created by DIA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Contribute to the Chair and the Executive Committee to an annual performance evaluation of the President & Global Chief Executive.
- Assist the Chair, President & Global Chief Executive, and Nominating Committee in recruiting board members.
- Bring life science professionals within personal networks to DIA as participating speakers, researchers, faculty, attendees, and members.
- Attend all Board meetings each year. Exceptions will be made for major reasons for non-attendance.
- Make all requests through the President & Global Chief Executive, not directly to staff – caveat: Committees may work directly with assigned staff.
- Partner with the Chair, President & Global Chief Executive, and board members to ensure that board resolutions are carried out.
- Serve on committees or task forces and taking on special assignments.
- Act in DIA's best interests, especially when in conflict with your own best interests; recuse yourself.
- Ensure DIA's commitment to a diverse board and staff that reflects the communities DIA serves.
- Serve as an ambassador for DIA and advocate for its mission to internal and external stakeholders.

BOARD TERMS

DIA's Board Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held three times a year and committee meetings will be held quarterly, in coordination with full board meetings.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

This is an extraordinary opportunity for an individual who is passionate about the success of DIA's beneficiaries and who has a track record of board leadership. The selected Board Chair will have achieved leadership stature in business, health care industry, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Demonstrated executive-level leadership based on recent positions and experiences, with preference given to current or near-term experience in the health ecosystem.

- Board service experience, preferably for global organizations with members from diverse cultures and backgrounds.
- A wide network of professionals to attract to the DIA platform and to advocate for DIA within that network.
- Highly collaborative in very diverse environments; brings a global lens to DIA strategic discussions.
- Strategic thinking capability to support DIA's vision.
- A track record of successfully implementing change and transformation on a global scale and the agility to adopt new ways of thinking.
- Professional communication skills in English, verbal and written.
- Experience in advocacy and ambassadorial roles.
- Will uphold the DIA global mission and a strong commitment to work for DIA's benefit.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for DIA's mission and vision.

Service on DIA's board of directors is in a volunteer basis and without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.