

Council Member Position Statement (Job Description)

The Council of the International Cytokine & Interferon Society (ICIS) is its Governing Board. Responsibility and authority for the direction and control of the properties, funds and activities of the Society rests with the Council.

The Council shall have thirteen to sixteen members, including the five officers. There shall be four regular members, who must be either Full Academic/Government or Industry Members in good standing, and two members for Inclusion and Training. Regular members are elected for 3-year terms. The two members for Inclusion and Training are elected for alternating 2-year terms. There are no limits on the number of terms a member may serve.

Ex officio members (meaning by virtue of their positions) include the Chair of the Scientific Meetings Committee and the Chairs or Co-Chairs of all approved upcoming Annual Conferences. The Managing Director(s) are also ex officio members. Under the bylaws, ex officio members are non-voting.

Council Member Responsibilities:

Collectively ICIS' Council has the responsibility to set the organization's direction, ensure necessary resources, and provide oversight of the Society. This includes:

- Setting goals and objectives.
- Establishing policies.
- Establishing committees and overseeing their activities.
- Promoting a positive image of the society.
- Hiring and overseeing capable executive leadership.
- Conducting oversight.

Responsibilities of all ICIS volunteer leaders include:

1. Be familiar with the ICIS, including its [Mission](#) and Values.
2. Actively work to aid the Society to meet its goals and objectives.
3. Understand and fulfill your position's responsibilities.
4. Be an ambassador for the Society, encouraging others to join and to participate in the Annual Scientific Conference and other activities.

Limits of Authority

1. No individual council member or officer has the right to enter into a contract or agreement on behalf of the ICIS unless specifically delegated by the Council.
2. No individual council member or officer may take any final action or make any public statement on behalf of the Society without the prior approval of the Executive Committee of the Council.

3. Funds may not be expended or obligated by individual council member or officer for any purpose unless in accord with the approved budget and financial goals for committee activities. Amounts in excess of the budget may not be spent or obligated without the prior approval of the Council.

Conflict of Interest:

Council members and Officers will not participate in any association decision in which they have a material interest, without first informing the rest of the Council of the interest and following proper procedures. Proper procedures in this case mean the following:

1. If an item appears on the Council agenda in which the Member may have a material interest, the Member must first announce that to the rest of the Council that they have a material interest in the agenda item.
2. The Member may be involved in the discussion, however, will not be able to vote.
3. After discussion, the Member will be asked to leave the room (or leave the video conference) in order for a vote to be conducted by the Council without duress.
4. After the vote the Member will be asked to return to the meeting and the Chair will immediately inform the Member of the decision, but not the tally of the vote nor announce which Members voted for or against the motion.

Time Commitment and other Expectations

- Council Members are expected to attend all Council meetings – approximately 3-4 per year via Zoom (approximately 60-90 minutes each) and in-person at the annual Cytokines conference.
- Be prepared for all Council meetings by thoroughly reading all prepared materials and engaging in discussions at the meetings.
- Maintain membership in good standing in the Society, including payment of all required dues and fees.
- Attend the Annual Cytokines meeting. Registration fees, travel, and all other expenses are the responsibility of the individual.