



JOB DESCRIPTION

Title: Governance Associate
Reports to: AUTM CEO/CAMO
Environment: 100% remote

Date: 02.28.24

Travel: Significant travel required (25%+)

AUTM Mission: To support and advance knowledge/technology transfer worldwide.

AUTM Staff Core Values: Positive/Engaging, Professional, Dependable, Self-Starter, Results Oriented, Collaborative, Innovative, Dependable, Knowledge, Inclusive

Position Overview: Support AUTM leadership and governance functions through association best practices. Provide support for the AUTM Board, AUTM Office of the Chair, and the AUTM Committee structure with a role as liaison to the AUTM leadership development committee and the AUTM volunteerism committee. Provides direct assistance to the AUTM CEO. Specific duties include, but are not limited to, the following:

Governance:

- Support the AUTM governance framework and the volunteer processes.
- Keep and maintain accurate records for the organizations, including bylaws, strategic plan, committee charters, governance structure charts and rosters.
- Track and maintain rosters of committee volunteer involvement and terms in database.
- Manage the governance calendars and communicate internally and externally on an ongoing basis.
- Assist with compiling briefing materials for Boards and senior leaders.
- Produce Board Book read ahead materials and presentation materials for AUTM Boards.
- Collect and maintain the Key Performance Indicators and organizational strategic plans.
- Lead and coordinate the AUTM elections, including maintaining election database, promotion, and timing.
- Assist in note taking, meeting minutes, and coordination of meeting logistics.
- Collect and maintain weekly communication documents to Boards and senior leaders.
- Assist in travel logistics and reimbursements for Board members.
- Liaison with government agencies on related issues, such as travel.
- Track action items and production of other Board related materials including elections, advisory councils, and other leadership interface.
- Coordinate specific meetings for AUTM CEO.



- Travel to meetings and operate support for Board meetings or other executive sessions.

Logistics:

- This role also manages all onsite logistics, setup, AV, catering, hotel reservations for board and staff. This includes offsite dinners, and local transportation for the group.
- They will work with the Meetings Director on contracting.

General Association Support:

Other duties as assigned.

Position Requirements:

- Three (3) years' experience working in executive leadership and association board management.
- Strong project management skills, ability to multi-task with strong attention to detail and ability to meet deadlines.
- Strong interpersonal skills, ability to interact with staff and membership with a high level of diplomacy and effectiveness.
- Innovative thinker with the ability to translate strategic thinking into actionable plans and results.
- Professionalism and strong communication to all parties in a timely manner, in some cases, confidentiality.
- Solid understanding of organizational structure, strategic mission and vision, and governance framework.
- Proficient in Microsoft Office 365 including Teams, PowerPoint and Excel.
- Proficient in Adobe Acrobat editing.
- Ability to operate audio visual equipment and work with onsite support vendors.
- Excellent verbal and written communication skills.

What we offer:

We believe in taking care of our employees, so AUTM offers great benefits including health, vision, and dental insurance, a generous 401(k) plan, and life/disability insurance policies.

Salary Range:

\$45,000-\$60,000 Annually

For consideration, please submit your resume to resume@autm.net.