

BOARD OF DIRECTORS
2026 QUALIFICATIONS AND RESPONSIBILITIES

The Board of Directors is responsible for governing the activities of ACT-IAC in an effective, efficient and ethical manner consistent with the organization’s mission, policies and Code of Conduct. Specific activities of the Board include advising the ACT-IAC Leadership Council, overseeing the strategic direction of ACT-IAC activities, establishing ACT-IAC priorities and protecting the financial integrity of the organization by working with the ACT-IAC President and Chief Executive Officer (CEO).

The Board of Directors is the top-level industry governance board for the organization and addresses strategic issues and exercises appropriate oversight of the organization’s activities. Members of the Board are asked to personally engage in efforts to promote ACT-IAC events, membership and sponsorship, as well as being willing to take responsibility for specific initiatives or portfolios that are a part of the ACT-IAC strategic plan. These initiatives/portfolios will be based on the evolving needs of the organization and the interests and strengths of individual members. The Board meets approximately four times per year and also holds an off-site strategic planning meeting in July. Board members are also invited to participate in 2-3 joint meetings with the Leadership Council each year and are encouraged to personally participate in conferences, major events and membership meetings. On average the time commitment expected of Board members is approximately 10 hours per month.

- Nominees for the Board of Directors should:
 - Be a full-time employee of an ACT-IAC member company in good standing.
 - Occupy a senior position within their organization and be visibly present and engaged in the federal technology community.
 - Be committed to the ACT-IAC mission of accelerating government mission outcomes through collaboration, leadership and education; and understand and support the unique role of ACT-IAC.
 - Have been engaged in ACT-IAC and understand the variety of activities that comprise the organization's agenda.
 - Be able to contribute the time needed to carry out their Board responsibilities.
 - Be able and willing to attend key ACT-IAC events throughout the year.
 - Be able to operate successfully in a collaborative environment and put the good of the entire organization and its mission to improve government above individual interests, both personal and corporate.
 - Be able and willing to cultivate new IAC members, solicit financial support for the organization’s activities, and cultivate and recruit volunteers.
 - Have the highest ethical standards and be willing to assist in ensuring compliance with those standards by all who participate in the organization.

- The responsibilities of every Board member include the following:
 - Attend all Board meetings. Review agendas and supporting materials prior to Board and other meetings and carry out assignments agreed to during Board meetings.
 - Be informed about the organization's mission, services, policies, and programs.

- Demonstrate the duty of care, duty of loyalty and duty of obedience.
- Ensure that their company appropriately supports IAC through participation and financial contributions.
- Communicate the mission and value of ACT-IAC to others and support the continued growth of ACT-IAC through word and deed.
- Comply with all ACT-IAC policies, especially those pertaining to conflict of interest and confidentiality.
- Work in partnership with the ACT-IAC President & CEO and professional staff.

DUTIES AND QUALIFICATIONS

In addition to the above duties and qualifications, each Board position has some specific requirements. These are outlined below.

Vice Chair at Large (1 vacancy)

Vice-Chairs at Large are responsible for duties as assigned by the Chair. Each Vice Chair at Large is usually assigned (often in partnership with other Board members) an initiative or portfolio of activities. While the specific initiative or portfolio is determined by the Chair's agenda and organizational needs, typical areas include sponsorships, membership, events, programs, professional development, new engagement models, new initiatives and other goals identified in the ACT-IAC strategic plan. The designated Vice Chair(s) at Large is responsible for setting the course of an initiative, personally engaging to ensure its success and providing updates to the Board.

Qualifications: Vice-Chairs at Large should have all the characteristics of a member of the Board and should also possess the following characteristics:

- Insight into the evolving relationship between government and industry and the major issues affecting the federal technology market.
- Ability to identify and engage exceptional volunteers in ACT-IAC activities and leadership positions.
- Demonstrated leadership experience in running a business in a competitive environment.
- An understanding of how government works and best practices for government-industry engagement.

Additional Information on the Board of Directors

The elected officers of the ACT-IAC Board of Directors shall be a Chair, Executive Vice Chair, Vice Chair for Finance, ten (10) Vice Chairs at Large and Immediate Past Chair. The Board also includes the industry chair of the Collaboration Council, the industry chair of the Institute for Innovation, up to five additional appointed Board members and the President & CEO, all of whom are also voting members. Each Board member, with the exception of the President & CEO, shall be a full-time employee of a member company, unless an exception is made by the Board of Directors.

The terms of office shall be two years in length (with a maximum of four consecutive years) for each elected officer except the Executive Vice Chair and the President & CEO. The Executive Vice Chair shall serve for two years as Executive Vice Chair, two years as Chair and then two years as Immediate Past

Chair. Except as noted above, no elected officer may serve more than four consecutive years in an elected position, except that an elected officer of the Board of Directors may serve beyond this limit if elected as Executive Vice Chair during their term as a Board member. Once a term limit for an elected officer has been reached, at least four years must elapse before that individual can run again for an elected position (with the exception of running for the Executive Vice Chair position).

ACT-IAC maintains a pipeline of individuals interested in serving on the Board and will use that list to help identify future candidates. Member company POCS are welcome to suggest names for that leadership pipeline throughout the year or may send in recommendations in response to the annual call for nominations.