



POSITION DESCRIPTION

Governance Specialist

Position Type:	Full-Time, Exempt
Reports To:	Executive Director & CEO
Location:	Remote IL, WI, IN, MO, or MN required
Travel:	10–15% annually (board meetings, Annual Meeting, staff events)

POSITION SUMMARY

The Governance Specialist owns the governance function of the Child Neurology Society. This individual contributor is the primary point of accountability for all governance operations, including committee management, board support, elections, the member engagement panel, and ad hoc governance bodies. The role works closely with the CEO and Board leadership and serves as the organizational resource for staff liaisons and volunteer leaders across CNS's governance structure.

KEY RESPONSIBILITIES

Committee & Volunteer Governance

- Own the end-to-end committee lifecycle across all CNS standing committees: structure, charges, composition, terms, annual appointments, onboarding, and offboarding.
- Manage the annual committee application and appointment process, including member communications, intake, review coordination, and appointment notifications in partnership with the CEO.
- Maintain committee rosters, track term limits and re-appointment eligibility, and manage volunteer waiting lists.
- Support staff committee liaisons in fulfilling their responsibilities effectively; serve as the internal resource on committee operations and governance standards.
- Administer platforms and tools used by committees, including the online community, document management systems, and virtual meeting tools.

Board of Directors Support

- Support the CEO in all aspects of board meeting preparation and execution: agenda management, materials, logistics, and pre- and post-meeting communications.
- Draft, distribute, and archive minutes for Board and Executive Committee meetings.
- Administer the board platform, manage director access, and maintain current governance documents including Bylaws and board policies.
- Manage the annual COI disclosure process — distribution, collection, tracking, and escalation.
- Support director onboarding and offboarding, including orientation materials and platform access.

- Coordinate board member travel for in-person meetings; serve as a resource for board members navigating expense reimbursement processes.
- Coordinate recognition for outgoing board members, committee chairs, and volunteer leaders, including plaques, awards, and related acknowledgments.
- Support the development of presidential communications and presentations, including materials prepared on behalf of or in coordination with the CNS President for board, membership, and governance-related audiences.

Elections & Nominating Committee

- Manage the annual board election process end to end: nominations call, candidate materials, ballot construction, member communications, and results reporting.
- Staff the Nominating Committee, including meeting logistics, materials, and communications; ensure election processes comply with CNS Bylaws.

Member Engagement Panel & Ad Hoc Governance Bodies

- Serve as staff owner of the CNS Member Engagement (Community) Panel, overseeing recruitment, enrollment, individual engagement activations (task forces, focus groups, surveys, roundtables), and outcome reporting to the CEO.
- Ensure panel operations uphold CNS integrity standards: external partner funding flows to CNS; no personal honoraria or conflicts of interest for participating members.
- Own the formation, operation, and wind-down of all CNS task forces, work groups, and ad hoc governance bodies — including chartering, logistics, minutes, and progress tracking.
- Maintain a current inventory of all CNS governance bodies and advise staff and volunteer leaders on the appropriate governance vehicle for a given initiative.

Governance Calendar & Administration

- Maintain a master governance calendar covering board and committee meeting cycles, election timelines, COI deadlines, appointment windows, and task force milestones.
- Support Annual Meeting governance activities, including board and committee meetings, the Annual Business Meeting, and related member communications.
- Track committee and panel participation data in the CNS membership database.
- Other duties as assigned.

QUALIFICATIONS

Required

- Bachelor's degree required.
- 3–5 years of experience supporting nonprofit boards and volunteer committees in an association or membership organization.
- Experience managing board elections or nomination processes.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, virtual meeting platforms, and board/document management portals (e.g., Onboard).
- Strong written communication skills; ability to draft accurate minutes, governance documents, and board-level correspondence.
- High degree of discretion, organizational skill, and ability to manage competing priorities independently.
- Demonstrated ability to work effectively with volunteer physician leaders, board directors, and senior staff.

Preferred

- Experience in a medical or scientific membership society or healthcare-related nonprofit.
- Familiarity with association management systems and online community platforms (e.g., Higher Logic, CiviCRM).
- CAE credential or active pursuit thereof.
- Knowledge of nonprofit governance best practices (BoardSource, ASAE).

KEY COMPETENCIES

Governance Acumen Understands nonprofit governance principles and the staff role in supporting volunteer leadership.	Discretion & Confidentiality Handles sensitive organizational information with consistently high professional standards.
Stakeholder Management Builds trust with physician volunteers, board directors, and cross-functional staff.	Execution & Ownership Takes full ownership of deliverables, manages timelines proactively, and drives work to completion.
Process Improvement Identifies inefficiencies and implements scalable solutions that strengthen governance systems.	Communication Excellence Produces clear, accurate written materials including minutes, governance documents, and correspondence.

WORK ENVIRONMENT

This is a full-time, exempt, fully remote position. Candidates must reside in Illinois, Wisconsin, Indiana, Missouri, or Minnesota. The Governance Specialist is expected to travel approximately 10–15% annually for CNS Board meetings, the Annual Meeting, and other key organizational events.