

500 East Court Ave, #112  
Des Moines, Iowa 50309  
Ph: 515.327.9156  
Fax: 515.327.1407

## **IowaBio Board of Directors Expectations**

The Iowa Biotechnology Association (IowaBio) is committed to advancing Iowa's biotech industry representing a broad range of sectors including Healthcare/Pharmaceuticals/Medical Devices; Food/Agriculture/Veterinary Medicine; and Industrial/Environmental. We are focused on growing a world-class business and research climate to attract and retain innovative talent and funding to support the biotechnology industry. We advocate at state, national, and global levels for Iowa leadership in bioscience products designed to enhance sustainability and the quality of life. The IowaBio Board represents the diverse bioscience membership of IowaBio, and provides leadership, input, and involvement for the benefit of the Association.

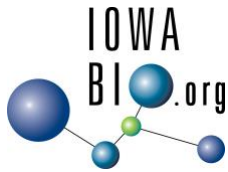
### **Introduction**

These expectations are intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Board of Directors of Iowa Biotechnology Association ("IowaBio"). This is not meant to be a formal contract but rather a set of expectations for all existing and future board members.

In undertaking to serve as a member of the Board of Directors of IowaBio, I hereby pledge to carry out in a trustworthy and diligent manner the following duties and obligations of a Director:

### **General Expectations**

- Support IowaBio's mission, purposes, goals, policies, and programs while promoting IowaBio and Iowa's biotech industry.
- Carry out the functions of a Director as stated in the Bylaws of IowaBio
- Adhere to IowaBio's Antitrust, Whistleblower and Conflict of Interest Statements
- Respond to the Executive Director or Board Chair's request for input on policy and strategy
- Read IowaBio communications and engage your organization by encouraging broad involvement in IowaBio. This should include cascading information to the appropriate part of your organization.
- Suggest possible nominees to the Board of Directors who are men and women of achievement and who can make significant contributions to the work of the Board of Directors and the progress of IowaBio
- Periodically evaluate and consider using IowaBio's BioVantage Program contracts, which provide discounts to members and royalties to the Association. Current contracts include:
  - Scientific supplies/chemicals/equipment
  - Lab equipment/lab design/installation
  - Office supplies/computer equipment/office furniture
  - Insurance
  - Courier services



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### **Meetings**

- Prepare for and attend at least two of the four Board meetings (in-person or conference call; typically held in March, June, September and December).
- Contribute at board meetings by sharing your experience, insight, thoughts, vision, strategy ideas, connections, introductions, etc.
- When unable to attend a meeting, contact the Chair or Executive Director with agenda input.

### **Committees**

- Participate or have someone from your organization participate on an IowaBio Committee if appropriate. Current committees include:
  - Government Affairs Committee
  - Nominating Committee
  - Iowa Biotech Leader Award Committee
  - Executive Committee
  - Iowa Biotech Showcase & Conference Committee
  - STEM Committee

### **Advocacy**

- Support advocacy efforts on a state and federal level.

### **Memberships**

- Report on or make an introduction with at least one prospective new IowaBio member per year.
- Facilitate membership dues and/or sponsorships payment on time from represented organization.

### **Fiduciary**

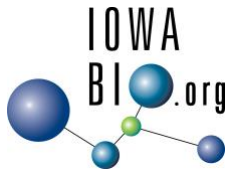
- Faithfully read and understand the Association's financial statements and otherwise help the board fulfill its fiduciary responsibility.

### **Events**

- Attend at least one IowaBio event per year (e.g. Iowa Biotech Showcase & Conference, Summer Outing, State Science and Technology Fair of Iowa judging)
- Sponsor at least one IowaBio event/activity per year

### **Fundraising/Sponsorships**

- Make or raise an annual gift to IowaBio, through sponsorship and/or to IowaBio's Future Biotech Leaders Fund to support STEM education.
- Assist the Association by implementing fundraising strategies through personal influence with others.
- Participate actively in Association fundraising special events, programs, and activities.



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### **Qualifications of Board Members**

- Respected, credible and accomplished in their field
- Enthusiastic and committed to IowaBio's mission
- Influential in their organization and area of endeavor
- Brings a specific knowledge/experience to the Board. Examples include:
  - Government affairs
  - Fund raising
  - Entrepreneurship
  - Finance, legal, marketing
  - Strategic planning
- Spokesperson for an organization to be represented
  - Senior officer, able to make decisions and is respected and influential in their organization
  - Able to obtain financial support to IowaBio from their organization
  - Authorized to speak on behalf of their organization

### **Role of Management**

The Executive Director shall have general supervision over the day-to-day operations of the association, subject to the control of the Chair and the Board of Directors. The Executive Director shall also serve as a non-voting, ex officio member on the Executive Committee.