

POSITION TITLE: Includes Board Member, New Physician, Resident Physician and Student

Responsibilities:

1. Attends all meetings of the Board of Directors.
2. Carries out individual assignments as assigned by the chair of the Board.
3. Reviews all relevant material prior to the meetings and comes prepared to make contributions and voice objective opinions on Academy issues.
4. Helps to identify other volunteer leaders within the Academy.
5. Informs others about the organization.
6. Advocates for the organization.
7. Represents the Academy at official functions when requested to do so by the president or board chair.
8. Follows conflict-of-interest and confidentiality policies.

The board can protect itself, and govern the organization, by understanding what is required of it.

**1. Determine the Organization's Mission and Purposes**

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

**2. Ensure Effective Organizational Planning**

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

**3. Manage Resources Effectively**

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

**4. Determine, Monitor and Strengthen Programs and Services**

The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.

**5. Enhance the Organization's Public Image**

An organization's primary link to the community, including members, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, are important elements of a comprehensive public relations strategy.

**6. Ensure Legal and Ethical Integrity and Maintain Accountability**

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The board must adhere to the provisions of the organization's [bylaws](#) and articles of incorporation.

**7. Recruit and Orient New Board Members; Assess Board Performance**

All boards have a responsibility to articulate and make known their needs in terms of member experience,

skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach consensus on which areas need to be improved.

*Excerpts from: BoardSource, formerly the National Center for Nonprofit Boards  
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