

## Member-at-Large (ML) Description – 2021 Election

Note: The member-at-large role description is in the process of being revised by the Executive Board. An updated version will be made available as soon as it is finalized.

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

### Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Takes an active role in recruiting and mentoring new leaders throughout all levels of the organization.

### Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs.
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

### Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Confirm that the board's composition reflects the strategic needs of the organization.

### Provide oversight

- Ensures that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary duties.
- Ensures that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.

- Ensures that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.
- Monitors conflict of interest policy and disclosure process for board members, volunteers and senior staff, and ensures a process whereby all conflicts can be easily reported and resolved
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.
- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses his or her performance regularly.

In addition to the above over-arching duties of all Executive Board members, members-at-large will be tasked by the president to perform specific short- and long-term functions based on the association's needs and ongoing strategic projects. These duties may include, but are not limited to:

### **Executive Board Member-at-large responsibilities**

#### **Mentoring and Coaching**

- Serving as a board liaison to one or more committees, chapters, special interest groups, workgroups and position statement writing groups as assigned by the president.
  - Communication
    - Communicates regularly with assigned committee/chapter/SIG leaders to stay up-to-date on projects and activities.
    - Meets with assigned chapter and SIG leaders as agreed upon with chapter/SIG.
    - Reviews relevant chapter and SIG communications (e.g., social media and newsletters) to learn about relevant issues and provides feedback as warranted or requested.
    - Participates in chapter and SIG-related meetings at the national conference, including chapter president, treasurer, CE chair, membership chair, SIG officer training. MLs may select which sessions are priorities to attend.
    - Provides guidance in helping chapters and SIGs develop accessible and effective communication methods.
    - Facilitates communication among chapters or SIGs to improve inter-chapter and SIG networking on potential programs, products and events.
    - Reviews chapter and SIG meeting minutes and committee meeting notes as needed.
  - Policy Review
    - Review new requests for SIGs/chapters.
    - Review chapter bylaws, chapter and SIG guidelines and updates when needed.
    - Review the chapter and SIG annual reports and make recommendations as needed to align with Executive Board policies and strategic plan.
    - Review the non-compliance or non-adherence chapter/SIG issues and make recommendations to the Executive Board regarding status.
    - Chapters and SIGs have their own Policies and Procedures Manual. MLs should refer to those manuals for guidance and details.

#### **Reporting**

- Provide verbal or written reports to the NAPNAP Executive Board at face-to-face meetings and as needed.

#### **Other**

- Review chapter and SIG awards and serve on awards selection panels in consultation with the national office staff.
- Serve as a role model and provide positive mentoring experiences for potential future NAPNAP leaders.

- Help recruit new leaders.
- Help promote membership in chapters and SIGs.
- May be appointed by president-elect to Finance Committee.
- Members-at-large may be tasked with other duties as needed.

The personal skills, experiences and preferences of members-at-large will be considered when duties are assigned.

NAPNAP appreciates the commitment required to volunteer for board service and will pay all pre-approved reasonable expenses connected with member-at-large travel.

The estimated time requirement for members-at-large will be approximately 10-15 hours per month, but will vary depending upon individual assignments. Some months will be busier than others. When making assignments, the president/president-elect will be cognizant of a ML's previously assigned tasks to avoid overburdening her/him.