



NASPOG Board Executive Committee

Board Member Preferred Experience

- Members-at-Large must be a NASPOG member in good standing for three years prior to joining the board
- President-Elect must have previously served as Secretary -Treasurer, an Executive Board Member-at-Large, Committee or Task Force Chair
- Secretary-Treasurer should have experience with financial statements, budget planning and business performance and has to have served as a Member-at-Large
- In good clinical/practice standing (license/pertinent board)

Time Commitment

- Attend and actively engage in the in-person board meeting held in conjunction with annual meeting
- Attend and actively engage in conference calls as scheduled (once every of month for one hour)
- Review board materials prior to each meeting and actively participate in discussions
- Attend the annual meeting and serve as an ambassador on-site to industry and members

Expectations

- Identify and declare to the Board any new conflicts of interest at the beginning of each Board meeting
- Support the majority decision and represent a united front, despite and individual vote or preference
- Read and understand the Society's bylaws and financial statements
- Counsel and support Administrative Staff
- Provide expertise on scientific, regulatory, ethical or public policy issues as needed
- Participate in a Board governance training/orientation session as scheduled
- Support the Society's mission, goals, policies, programs, strengths and needs
- Deliver a consistent message of the Board and not your personal opinion
- List NASPOG Board membership on bios and CVs
- Notify administrative staff when attending a meeting/conference on issues that might be of interest to the Society

Monitors

- Financial performance
- Industry trends
- Member needs
- Relationships with other organizations
- Performance of Board members and the Chief Operating Officer
- Volunteer compliance with policies

General Responsibilities of the Board

1. Support and monitor the performance of the President
 - Clarify and promote the Society's mission
 - Foster forward thinking and approving long-range missions
 - Provide strategic thought and guidance
 - Monitor programs and activities for appropriateness, conformity with mission and achievement of expected outcomes
 - Monitor financial performance and ensure financial solvency
 - Continually enhance the public image; build strong working relations internally and externally
 - Understand and be aware of professional and business issues pertinent to members
 - Put the needs of the Society before personal interests

Specific Board Activities

- Oversee administrative management and make decisions regarding management company contract
- Oversee task force activities
- Assess Board performance via completion of annual review
- Update conflict of interest disclosure form at each in-person meeting

Make Decisions Regarding

- Approval of the Annual Budget
- Approval of Locations or Cancellations of Conferences
- Approval membership categories and dues
- Policies and bylaws
- Administrative Management
- New program or service initiatives
- Strategic Goals
- Mission statement, Vision Statement, Strategic Plan
- Establish boundaries for committees, task forces, administrative staff, etc.