



American College of Osteopathic Internists • Stay True to Why You Pursued Medicine

BOARD MEMBER POSITION DESCRIPTION/STATEMENT OF RESPONSIBILITIES ACOI BOARD OF DIRECTORS MANUAL

Board members are entrusted with individual responsibilities as part of Board membership. The obligations of membership are considerable and ACOI Board members are expected to meet higher standards of personal conduct on behalf of the organization than those usually expected of other volunteers.

Prospective and incumbent ACOI Board members should commit themselves to:

- * Know the ACOI's mission, purpose, goals, policies, programs, services, strengths and needs;
- * Perform the duties of Board membership responsibly and with competence, care and loyalty;
- * Suggest potential nominees to the Board who clearly are individuals of achievement and distinction, and who can make significant contributions to the work of the Board and progress of the College;
- * Serve in leadership positions, on committees and undertake special assignments willingly and enthusiastically;
- * Avoid prejudiced judgments on the basis of information received from individuals;
- * Prepare for, attend and actively participate in all Board meetings, assigned committee meetings and appropriate organizational activities, including the Annual Convention;
- * Suggest agenda items periodically for Board and committee meetings to assure that significant policy-related matters are addressed;
- * Ask timely and substantive questions at Board and committee meetings, while supporting the majority decision on issues decided by the Board;
- * Treat as confidential all of the Board's deliberations as well as all information related to the work of the Board, whether verbal or written;
- * Speak for the Board or ACOI only when authorized to do so;
- * Serve the ACOI as a whole, rather than any special interest group or constituency;
- * Avoid even the appearance of a conflict of interest that might embarrass the Board or College, and disclose any potential conflicts in a timely manner;

ACOI.org

Office 301.231.8877 • 800.327.5183 • fax 301.231.6099 • 11400 Rockville Pike, #801 • Rockville, MD 20852

- * Faithfully read and understand the ACOI's financial statements and otherwise help the Board fulfill its fiduciary responsibilities;
- * Serve as an ambassador for the ACOI by assisting in membership recruitment and retention;
- * Assist in securing financial support for organizational activities;
- * Chair the Annual Convention one time;
- * Counsel the chief executive and staff as appropriate; and
- * Support ACOI's fundraising and development activities with a minimum annual donation of \$500.

Approved April 2012

