



Board Member Job Description

Eligibility

Individuals elected to serve on the AUPHA Board of Directors must be either:

- Full-Time Faculty of an AUPHA Full Member Program or
- Full-Time healthcare management practitioner or consultant holding an Affiliate Membership in AUPHA
- Recently retired healthcare management practitioner or consultant holding an Individual Membership in AUPHA

If at any time the Board Member's status related to the eligibility criteria should change, the Board expects the Member to resign his or her seat.

Function

Provide governance to the organization, represent it to the community, and accept the ultimate legal authority for it.

Duties

- Approve the Association's vision and mission and ensure that the mission and vision are carried out through the Association's programs and services.
- Review the results achieved by management as compared with the Association's philosophy, annual and long-range goals, and the performance of similar institutions.
- Annually review and approve the Association's plans for funding its strategy, and ensuring that the financial structure of the Association is adequate for its current needs and its long-range strategy.
- Approve major policies.
- Approve major actions of the Association, such as capital expenditures and major program and service changes.
- Hire, monitor, advise, support, evaluate, reward, and, when necessary, change the chief staff officer, and insure proper management succession.
- Annually review the performance of the Board and take steps to improve its performance.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Institution, and is diligently administering and enforcing those policies.

- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization

Expectations

The Board expects all members to:

- Attend three face-to-face board meetings per year at the Board Member's expense. Should there be a need for additional meetings; the Association will bear that expense.
- Attend at least three telephone conference call board meetings per year.
- Attend all Association gatherings, including Annual Meeting, Leaders Conference, Undergraduate Program Conference, and other events as they arise.
- Be informed about the organization's mission, vision, services, programs and policies.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization, either in the form of a tax-deductible gift or by becoming an individual member of AUPHA.
- Strive to ensure that the member's institution models desired member behavior (UPD Chapter, JHAE Subscription, etc)
- Strive to pursue membership in AUPHA for all healthcare management programs with which the member is affiliated. Specifically, if Board members are at institutions where there are both graduate and undergraduate programs, ideally both programs should be members of AUPHA. The doctoral programs at the institutions of Board members should ideally be Doctoral Program Members of AUPHA. Board members should ideally invite delivery organizations, especially those with which they are engaged, to be affiliate members of AUPHA.
- Keep up-to-date on developments in the field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.

Personal Characteristics

The Board expects members to demonstrate the following qualities and characteristics:

- The ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Understand that he or she does not represent a specific constituency but rather has responsibility for promoting the best interest of the association.

- A willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- A willingness to develop certain skills if you do not already possess them, such as to cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the association's development, and a sense of humor.

Edited 2/15/17