

## **STFM Board Member Expectations**

9.2021

A member of the STFM Board of Directors is nominated or appointed to hold this position based upon demonstrated involvement, support, and commitment to STFM. In accepting the nomination/appointment, an individual agrees to fulfill the requirements and meet the responsibilities associated with Board membership. These include a willingness to:

1. **Prepare for and attend Board and committee meetings in their entirety,**
  - Report: each Board Member sends in a report due a month prior to each meeting. Forms are sent out two months prior.
  - Review, comment, and ask questions on minutes, reports and materials.
  - Take responsibility and follow through on a given assignment.
  - For conference calls make sure you have access and be aware of time zone differences.
  - Self-assess one's performance and contribution as a Board member.
  
2. **Actively participate as a member of the STFM Board,** demonstrating collaboration and partnership skills.
  
3. **Accept leadership,**
  - On STFM subcommittees, task forces, programs, collaboratives, and activities as needed and/or identify other leaders for these as well. Subcommittee/ task force meetings may be held in conjunction with Board meetings, may be scheduled at other times during the year, and may be in the form of conference calls.
  - Work closely with the STFM staff on behalf of STFM objectives.
  
4. **Serve as a liaison to STFM collaboratives**
  - Each Board Member is assigned as liaison to specific collaboratives prior to July meeting.
  - Join them on their [CONNECT](#) site, keeping abreast of their activities, communicating regularly with the group's leadership, attending meetings.
  - Serve as a resource for the collaborative on Society policies and activities.
  
5. **Help to determine policies and direction for STFM**
  - Reach consensus and support Board decisions, which may differ from your personal opinions.
  - Use the [STFM Strategic Plan](#) as a lens for decision making.
  
6. **Become a representative and spokesperson for STFM.**
  - For example: talking with current or prospective members, academic administrators, legislators, or representing STFM at meetings of other professional organizations.
  
7. **Be familiar with activities sponsored, organized, and/or produced by STFM.**
  - Education including fellowships, teaching resources, and faculty development.
  - Awards and scholarships.
  - Publications and Research: *Family Medicine*, *PRiMER*, *Annals of Family Medicine* and CERA.
  - Awareness of products co-sponsored or produced by Family Medicine partners like NAPCRG, ADFM.
  - Go to [stfm.org](http://stfm.org) website for more information.
  
8. **Complete an executive director evaluation each year.**
  
9. **Be current donor to the [STFM Foundation](#) and current dues-paying [member of STFM.](#)**  
And:
  - Contact three potential STFM members annually.
  - Submit annually the names of STFM members for consideration for future Society leaders.
  - Assist in the cultivation or solicitation of corporate or foundation prospects if asked to do so.

## **Basic Responsibilities of Nonprofit Boards**

1. Determine the Organization's Mission and Purpose.
2. Select and Support the Executive Director and Review Her Performance Periodically.
3. Approve and Monitor the Organization's Programs and Services.
4. Raise Money.
5. Ensure Effective Fiscal Management.
6. Engage in Strategic Planning.
7. Orient New Board Members.
8. Understand the Relationship and Different Roles of Board and Staff.
9. Enhance the Organization's Public Image.
10. Organize Itself so that the Board Operates Efficiently.
11. Ensure Sound Risk Management Policies.