

SOCIETY OF TEACHERS OF FAMILY MEDICINE
BOARD MEMBER JOB DESCRIPTION AND COMMITMENT FORM
April 2008

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, review and comment on minutes and reports and relevant materials, ask questions, take responsibility and follow through on a given assignment, and 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, and/or identify other leaders for STFM subcommittees, task forces, programs, and activities as needed and work closely with the STFM staff on behalf of STFM objectives. 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.
4. Become a representative and spokesperson for STFM. This could involve talking with current or prospective members, academic administrators, legislators, or representing STFM at meetings of other professional organizations.
5. Be familiar with the programs (education and awards), and products (journal, FMDRL) sponsored, organized, and/or produced by STFM.
6. Serve as a liaison to STFM groups, specifically by joining their listserve, keeping abreast of their activities, communicating regularly with the group's leadership, attending meetings, and serving as a resource for the group on Society policies and activities.
7. Help to determine policies and direction for STFM.
8. Reach consensus and support Board decisions, which may differ from your personal opinions.
9. Complete an executive director evaluation each year.
10. Be current donors to the STFM Foundation and current dues-paying members of STFM.
11. Contact three potential STFM members annually.
12. Submit annually the names of STFM members for consideration for future Society leaders.
13. Assist in the cultivation or solicitation of corporate or foundation prospects if asked to do so.

To fulfill my responsibilities, stay informed, and increase my understanding of these responsibilities as a member of the STFM Board of Directors, I agree to make every effort to meet the following goals as evidence of my commitment to the Board during my term in office:

Respectfully Submitted by

NAME/DATE

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.