

# SDBP Leadership Structure, Job Descriptions, and Candidate Criteria



## SDBP Leadership Structure

- 11 Board Members + Management Team
  - 4 Officers: President-Elect; President; Immediate Past President, Secretary-Treasurer
  - 6 At Large Board Members
  - 1 Trainee/Recent Grad Representative
- Co-chairs of Committees, SIGs, Sections (C/S/S), “Ad Hoc Committees”
  - Note that each C/S/S has a Board liaison

## Board of Directors (BOD) Purpose

- Determine SDBP’s mission, vision, and purposes, and strategic direction
- Engage in strategic planning and monitoring to ensure that the society’s activities support our mission, vision, and purpose
- Ensure that SDBP’s annual meeting addresses the needs and interests of the society as a whole as well as of key stakeholder groups
- Govern based on documents and key information
- Fulfill fiduciary duties based upon this combination of legal and ethical responsibilities:
  - Duty of Care (when making decision exercise care)
  - Duty of Loyalty (best interest of SDBP)
  - Duty of Obedience (faithful to mission)
- Assure adequate resource/allocation
- Ensure effective fiscal management & controls
- Explore opportunities while being careful with our resources
- Manage risks
- Develop policies and procedures
- Support Committee chairs, Sections, SIGs & review performance
- Understand & nurture relationships
- Orient new leaders
- Approve and monitor programs and services
- Enhance the growth and development of society, with particular attention to:
  - Finances (fund-raising and resource-building), ensuring equity in resource allocation
  - Membership, ensuring diversity and inclusion
- Operate efficiently and assess performance

*(Adapted from Ten Basic Responsibilities of Nonprofit Boards ([www.BoardSource.org](http://www.BoardSource.org)))*



## Individual Board Member Responsibilities

Board of Directors shall serve for a single term of three years.

- Be informed about and help to shape SDBP's mission, vision, goals, policies, and programs.
- Serve as the Board Liaison to various Committees, SIGs, and Sections, practicing bidirectional communication
- Serve as a champion of SDBP when interfacing other communities, professionals, and organizations
- Propose potential nominees for society leadership positions
- Remain current on developments in the field for integration into Board decision-making and strategic-planning

### *Processes and procedures*

- Attend monthly board meetings/calls, as well as twice yearly board retreats, if at all possible.
- Review agenda and supporting materials prior to meetings.
- Review Board Minutes and follow through on any action items where named.
- Familiarize yourself with the Bylaws.
- Understand fundamentals of society finances.
- Follow-through on action items and commitments.
- Follow conflict of interest and confidentiality policies.
- Speak and listen respectfully to all viewpoints
- Actively participate in the governance process.
- Demonstrate support of final decisions agreed upon by the Board.

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## Guidelines for choosing Board of Directors (BOD) candidates:

### *BOD candidates should have:*

- Demonstrated a commitment to and growth in leadership within SDBP, including by being successful in leadership roles and/or having made important contributions within a C/S/S or to the society broadly.
- An ability to collaborate and balance consideration of the needs of the varied groups and individuals comprising SDBP.

### *Additional factors that may be considered in choosing BOD candidates include:*

- An individuals' unique skill set or highly specialized expertise that fits SDBP programmatic needs and strategic initiatives.
- An individuals' contribution to inclusive and equitable representation of our membership, which includes a professionally, demographically, and personally diverse body.



## Job Descriptions

**President:** The President shall serve for a single term of one year. The President shall be the principal officer of the Society and shall preside at all meetings of the Society and of the Board of Directors.

Schedule (with management) monthly Board conference calls and Spring Board Meeting.  
Schedule weekly calls with Executive Director, Associate Director OR schedule for monthly Executive Committee calls.

- Serves as Chair of the Executive Committee.
- Chairs Board meetings/calls: sets agenda (with Executive Director, Associate Director); runs meetings; reviews/edits board minutes prior to distribution; follows through on any action items where named.
- Serves as the Board Liaison to various Committees, SIGs, and Sections.
- Annual Meeting duties: Opens Presidential Address; Presents Lectureship plaque; Runs Business/Member Meeting.
- President's Bulletin duties: Reports out to the Society members by covering the activities of the board, as well as the society in general throughout the term in office (frequency is determined by the President).
- Performs duties and responsibilities common to all Board members

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**President-Elect:** The President-Elect shall serve for a single term of one year.  
(From Bylaws) *In the absence of the President, the President-Elect shall preside at all meetings of the Society and of the Board of Directors.*

Prepares for becoming President by:

1. Serving on the Executive Committee
2. Becoming familiar with the SDBP Bylaws
3. Learning the Committee, SIG, Section structure and aims of each
4. Developing a rapport with Committee and SIG members/Chairs
5. Developing a good working relationship with the Management
6. Becoming familiar with the SDBP Strategic Plan
7. Developing personal goals for his/her presidency

Additional duties:

- Serves as a member of the Executive Committee.
- Duties for Board meetings/calls; attends meetings; reviews board minutes; follows through on any action items where named.
- Serves as the Board Liaison to various Committees, SIGs, and Sections
- Annual Meeting duties: assumes the role of President of the Society at the end of the Business/Members Meeting (with brief remarks)
- Performs duties and responsibilities common to all Board members



### **Guidelines for choosing Presidential candidates:**

- At minimum, a Presidential candidate must have previously been a member of the BOD.
- Although not required, prior experience with other SDBP leadership positions, including as a co-chair of a Committee, Section, or SIG, is optimal.

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**Immediate Past President:** The Immediate Past President shall serve for a single term of one year.

- Serves as a member of the Executive Committee.
- Duties for Board meetings/calls: attends meetings; reviews board minutes; follows through on any action items where named.
- Serves as the Board Liaison to various Committees, SIGs, and Sections
- Nominations Committee duties: Serves as the Chair of the Nominations Committee consisting of the current President and 3 society members nominated by the board.
- Annual Meeting duties: announces the new slate of Board members; presents outgoing president with plaque and shot speech.
- Performs duties and responsibilities common to all Board members

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**Secretary-Treasurer:** The Secretary-Treasurer shall serve for a term of two years and is eligible to serve a second consecutive term if nominated by the board.

- Serves as a member of the Executive Committee.
- Duties for Board meetings/calls: attends meetings; reviews board minutes; follows through on any action items where named.
- Schedules calls with Executive Director, Associate Director to review budgets prior to presenting to the board for approval.
- Prepares budgets in cooperation with the Executive Director and presents reports at board meetings
- Has oversight responsibility for all SDBP finances, including major business plans, projects, and grants.
- Serves as the Board Liaison to various Committees, SIGs, and Sections.
- Annual Meeting duties: Presents finances to the Society members at the Business meeting.
- Performs duties and responsibilities common to all Board members

The Secretary-Treasurer receives quarterly formal reports including a Balance Sheet, Profit and Loss Statement year to date, and the transactions by account (listing of all checks written, deposits made). These records are reviewed quarterly and discussed with management.

*An independent Audit of the Society's financial statement shall be performed once a year and reported to the Board of Directors and to the members of the Society.*



**Nominations Committee:** Due to its special charge, the Nominations Committee shall be unique and not subject to By-Laws or Rules and Regulations relating to Standing Committees, but to the following:

- The Nominations Committee shall consist of five persons: the Immediate Past President, the President, and three representatives from the general membership appointed by the Board of Directors.
- The three appointed members must represent the interprofessional nature of the organization and may not be current members of the Board of Directors.
- The Immediate Past President will be the Chairperson of the Committee.
- No Nominations Committee member (except for the President who will become the Immediate Past President) shall serve more than one consecutive year.
- Membership on the Nominations Committee shall not be viewed as conflicting with membership on a regular standing committee. Currently serving members of the Nominations Committee shall not be eligible for nomination as candidates for the BOD or President-elect position.

**Specific duties of the Nominations Committee include:**

- Facilitating the longevity and diversity of leadership in SDBP by:
  - Reviewing self- and peer nominations for the BOD and President positions submitted by the membership, and proposing additional nominees as needed.
  - Creating an initial slate of BOD and President candidates for the ballot, which may be supplemented by candidates who petition for inclusion as a BOD candidate on the ballot.

**Guidelines for choosing NC candidates:**

*NC candidates must have:*

- Familiarity with the strategic initiatives, mission, vision of SDBP.
- An understanding of the function of the Board of Directors and the President.
- An established track record of working within various SDBP groups to facilitate understanding of society processes and needs.
- Knowledge of the working styles and society-related accomplishments and experiences of a broad swath of the society membership, allowing for informed decisions to be made about potential candidates.

