



## **Responsibilities of an EDPMA Board Member**

*All elected members of the EDPMA Boards of Directors are expected to perform the following responsibilities:*

### **General Responsibilities**

- Demonstrate a commitment to the EDPMA and its mission and a willingness to consider the multiple and diverse perspectives of its membership while simultaneously serving the agenda and strategic plan of the EDPMA and promoting optimal clinical, quality and financial interests associated with the delivery and practice of emergency medicine;
- Demonstrate a willingness and capability to devote the necessary time and resources to serve throughout the elected and/or appointed term of service;
- Possess the highest ethical standards and be recognized and respected by peers as a leader in emergency medicine and/or the business of emergency medicine; and
- Serve free of any significant conflict of interest: recognize and identify potential conflicts that would prevent him/her from serving the term objectively; and disclose in advance any conflicts that exist or may exist.

### **Meeting Responsibilities**

- attend all Board meetings either in person or by conference call, as well as any other meetings or conference calls as scheduled or required by the Chair;
- notify the EDPMA Executive Director of any anticipated absences from attending or participating in any scheduled Board meetings or calls;
- sufficiently prepare for and participate in the meetings which includes careful review of Board meeting agenda books, minutes, financial reports and any other Task Force or committee materials as needed or requested by the chair;
- bring any irregularities, questions or comments to the attention of the Chair, Board, Executive Committee or Task Force Chairs as appropriate; and
- submit written information or discussion reports to the Board, as needed, to summarize activities or raise a new issue for consideration.

### **Responsibilities Regarding Vision**

- Continually review the Strategic Plan to ensure that it furthers the goals and mission of the organization and can be implemented within the financial and resource guidelines.

- Anticipate change and proactively work to establish broad directions and/or guidelines to address the issues and needs of EDPMA members, the profession, and the organization.
- Ensure that all deliberations and decisions contribute to and are consistent with the EDPMA's overall mission and strategic objectives.

### **Fiduciary Responsibilities and Governance**

- Promote the EDPMA's mission statement, strategic vision and plan to those outside the organization;
- Comply with the EDPMA's bylaws, policies and other important procedures to protect the rights of members and to ensure the appropriate handling of issues;
- Protect and ensure the confidentiality of discussions, particularly with respect to documents which are provided under client-attorney privilege or discussions occurring during an Executive Session of the Board;
- Adhere to and abide by the EDPMA's conflict of interest policy and declare any relevant conflicts openly during discussion at Board meetings;
- Adopt and support the EDPMA's policy for strict compliance with federal and state antitrust laws;
- Assist other Board members and committee/task force chairs and/or other representatives that report to or receive advice from the Board of Directors, to ensure they fulfill their charge and meet their objectives.

### **Additional Responsibilities**

- Publicize and promote the organization's image by staying informed and actively and positively representing the EDPMA to others;
- Establish and approve policies that support EDPMA's positions;
- Provide positive support and guidance to EDPMA staff as needed;
- Assist in the recruitment and orientation of new members and leaders;
- Adhere to EDPMA's Code of Ethics;
- Treat other Board, committee and task force members, other members, and staff with respect and courtesy;
- Perform any other duties or responsibilities that the Board of Directors, the Executive Committee, or the Chair may assign which are consistent with the mission, goals and objectives of the EDPMA.