



## MAOFP Board Member Responsibilities, Expectations and Benefits

The MAOFP Board of Directors is responsible for overseeing the Organization's strategic plan, priorities, and viability, while maintaining our commitment to MAOFP's mission. This involves establishing our strategic direction, meeting the needs of our membership, ensuring our compliance with all applicable legal requirements, and keeping our organization financially healthy.

### Benefits

- The opportunity to positively impact the practice of medicine in Michigan
- Influence the strategic direction of MAOFP and the benefits/resources made available to members
- Develop leadership skills to help advance your career
- Build relationships with osteopathic family physicians from across the state of Michigan
- Membership dues and conference registration fees are waived for board members

### Overall Expectations

- Demonstrate commitment to the mission, vision, objectives, and goals of the Association.
- Directors work in the sole interest of the Association and must fully disclose conflicts of interest.
- Directors perform all actions to benefit the interests of the Association and its advancement.
- Directors, unless excused, attend at least fifty percent of Board and assigned department or committee meetings.
- Directors prepare for each meeting and have working knowledge of the Association Bylaws and policies. This preparedness will allow for defining and participating in strategic planning, programming, and achievements of the targets established by the Association.
- Directors fulfill their fiduciary responsibility by analyzing and approving an annual budget.
- Expense allocations should be fiscally responsible and aligned with the Association's mission and objectives for the benefit of its members.
- Directors actively participate in medical philanthropy by promoting or participating in identification, cultivation, and solicitation of prospective supporters to the Association.
- It is suggested that Directors donate \$250 per year (Resident, Resident Alternate and Student Directors \$25 per year) to the MAOFP MSUCOM Scholarship Endowment.
- There is an established trust - all Directors conform to the above expectations to the best of their abilities.

### Responsibilities of Directors

The term for a director is three years in length. Directors may serve up to three consecutive terms. The expectations for the role are as follows:

#### First Term (3 years):

- Participate in new board member orientation
- Participate on one or more committees annually
- Attend at least one MAOFP conference annually
- Attend at least one ACOFP conference during the three-year term
- Serve as a mentor to younger board members, residents, and students
- Serve as a Moderator for MAOFP Conferences

#### Second Term (3 years):

- Continue commitments as listed above
- Have participated in two or more different MAOFP committees by end of second term (not necessarily simultaneous)
- Serve as a committee chair by end of second term
- Participate on ACOFP committee by end of second term

#### Third Term (3 years):

- Continue commitments as listed above
- Consider giving a CME lecture by the end of your third term
- Consider serving on MAOFP Executive Board before end of third term
- Continue commitment to one ACOFP committee and 1-2 MAOFP committees (only one required if a serving as a chair)

### **Responsibilities of Resident Director**

This is a one-year term. The expectations for this role are as follows:

- Represents MAOFP member residents and communicates their needs to fellow board members and staff
- Actively seeks out new member residents and offers input on how to best reach and address resident's needs
- Encourages resident participation in member events, services and programs
- Mentors the Resident Alternate and Student Director
- Works with the Resident Alternate and Student Director to develop MAOFP-sponsored education content focused on the needs of residents, interns, and students
- Participate in at least one MAOFP Committee
- Attend at least one MAOFP conference annually
- Recommended to attend ACOFP Conference
- Serve as a moderator for MAOFP Conferences
- Attend new board member orientation

### **Responsibilities of Resident Alternate**

This is a one-year term that ascends to the Resident Board member the following year. The expectations for this role are as follows:

- Represents MAOFP member residents and communicates their needs to fellow board members and staff
- Actively seeks out new member residents and offers input on how to best reach and address resident's needs
- Encourages resident participation in member events, services and programs
- Works with the Resident Director and Student Director to develop MAOFP-sponsored education content focused on the needs of residents, interns, and students
- Participate in at least one MAOFP Committee
- Attend at least one MAOFP conference annually
- Recommended to attend ACOFP Conference
- Serve as a moderator for MAOFP Conferences
- Must attend new board member orientation

## **Responsibilities of Student Director**

- This is a one-year term. The expectations for this role are as follows:
- Represents the MAOFP member students and communicates their needs to fellow Board members and MOAFP staff.
- Actively seeks out new member students and offers input on how to best reach and address the Student needs.
- Encourages Student participation in member events, services and programs.
- Mentors the incoming Student representative.
- Works with the Resident Director and Resident Alternate Board members to develop MAOFP-sponsored education content focused on the needs of residents, interns, and students

## **Questions?**

Contact Morgan Cox, MAOFP Executive Director, at [director@maofp.org](mailto:director@maofp.org) or (517) 220-2396 with any questions.