



Position Description ABA At Large Board Members

Function

The Board of Trustees includes six at large Board members. The Association's governing body is the Board of Trustees, which shall have supervision, control and direction of the Association's affairs, its committees and publications, shall determine its policies or changes therein, and shall adopt its annual fiscal program and budget. The Board shall actively prosecute the Association's objectives and supervise the disbursement of its funds.

Duties & Responsibilities

Responsibilities of all members of the Board:

- The Board of Trustees determines strategic goals and direction and provides guidance to the Executive Director for management of the Association. The Board of Trustees also approves the Association's strategic plan, annual operating plan and budget; monitors the Association's financial health; oversees programs and overall performance; and provides the Executive Director with the resources needed to carry out the Association's work plan. Each Board member has one vote on matters before the Board.
- The Board shall take no action which conflicts with the Mission of the Association. The Board shall be responsible for the general oversight of the Association's resources, including funds awarded to the Association to support research and other professional activities.
- Board members must adhere to the fiduciary obligations including the legally mandated duties of care, loyalty, and obedience.
- All board members are assigned to serve as board liaison to one to three ABA committees. In this role, they are expected to attend committee conference calls and in person meetings, share committee activities with the Board, and provide the committee with information on what is happening at the Board level. Board liaisons, who are not appointed as regular committee members, are not expected to fully participate in committee activities, such as developing content, their role is to facilitate two-way communication and information sharing.

Term

At large Board members are elected to serve a three-year term, however in 2020, there will be two positions determined to be shorter than three years in order to achieve a staggering of terms. These will be considered partial terms and an individual could then serve another full, three-year term on the Board following completion of the partial term.

Commitment

All Board members are required to attend four Board meetings per year. At least one is during the Annual Meeting and one is at the National Leadership Conference. Attendance during the Annual Meeting is at the expense of the individual. For the Board meeting during the Annual Meeting Board members are expected to pay for travel as they would be expected to attend the NLC, but the ABA will pay for one hotel night. There may be one to two additional in person Board meetings that the ABA would reimburse for attendance expenses. Additional Board meetings may be held virtually as determined by the President, Executive Committee and Executive Director.

Except for the Annual Meeting and the Business Meeting, the Board authorizes any Trustee not physically present at a meeting to participate in a meeting using remote communication, and such Trustees may be considered present in person and may vote at the meeting, whether held at a designated place or solely with remote communication, subject to the conditions imposed by law. The

Board may determine that a meeting may be held solely with or without remote communication.

Qualifications

Minimum qualifications per the Bylaws:

- (a) be a professional in a burn-related field for no less than five years; and
- (b) have demonstrated leadership abilities; and
- (c) have been and are currently active members of the Association for no less than five years prior to their term of office.
- (d) At least two At Large Board members must be physicians and at least two must be non-physicians.

Additional qualifications:

- Ability to think strategically and analytically and to effectively communicate ideas and the supporting rationales.
- Earned reputation for emotional maturity, personal integrity, and honesty.
- Demonstrated leadership ability as evidenced by such positions as committee chair/member or other leadership position of a nationally recognized healthcare-related organization.
- Broad-based knowledge and experience in the burn field.
- Ability to champion the best interests of the ABA as a whole.
- Effective communicator.
- Committed to work on hard on the ABA's behalf.
- Absence of significant conflicts of interest.

Selection

The positions shall be elected by the membership from a slate of candidates developed by the Nominating Committee in accordance with the policy established by the Board.

Board approved 2/5/20