



Position Description ABA President

Function

The ABA President's primary responsibility is to lead the activities of the Board of Trustees and the Association. The President presides over all meetings of the Board of Trustees and works with the Executive Director and other Board members as necessary to prepare an agenda, keep meeting discussions and debates focused on the issues, and lead the Board of Trustees to decisions on key issues.

The President's authority is derived from the Bylaws of the Association. He or she represents the organization publicly on behalf of the Board of Trustees and the Association on issues of interest to the membership. He/she safeguards the organization's reputation and credibility, provides leadership in developing and implementing the Association's strategic plan, and fosters an environment that attracts and energizes outstanding volunteer leaders.

Presidential Duties & Responsibilities

Specific to President:

- Serves as Chair and voting member of the Board of Trustees
- Recommends Committee appointments for Board approval and removes members to serve the best interests of the Association
- Appoints Ad Hoc Committees
- Serves as Chair of the Awards Committee
- Serves on the Executive Compensation Committee, Nominating Committee
- Notifies a Member of any pending disciplinary action prior to any Board action
- Presides at the annual meeting Opening and Plenary sessions, and all meetings of the Board, the monthly Executive Committee conferences, and business meetings of the Members, and works with the Executive Director, officers, and committee chairs to develop agendas for these meetings.
- Leads the Presidential Match Grant at the Annual Meeting with a personal donation and request to colleagues.
- Works with the Executive Director, Executive Committee, and legal counsel to ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including but not limited to policies and standards governing corporate relationships.
- Serves as the official representative and spokesperson for the Association.
- Communicates regularly with the Executive Director to provide guidance, direction and insight.
- Performs such other duties and assumes such responsibilities as may be necessary.

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

One year as President. This is preceded by one year as President-elect and followed by two years as a Past President member of the Board of Trustees. The term of office shall begin at the close of the Business Meeting during the ABA Annual Meeting. Except for partial terms filled according to the bylaws, no individual may serve successive terms in the same office.

Commitment

In addition to the commitment outlined below for Members of the Board of Trustees, the President is expected to lead monthly calls with other members of the Executive Committee. In addition, he/she will participate in weekly or bi-weekly calls with the executive staff to review ABA issues. He/she needs to be regularly available via email to provide guidance and direction as new items arise.

The President is also expected to travel to represent the ABA at regional meetings, meetings with collaborative partners, attend the National Leadership Conference, and represent the ABA at high level meetings, such as those with the ACS, government agencies and others. The travel for these meetings is included in the ABA budget.

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 ten years; and
- (b) have demonstrated leadership abilities; and
- (c) have been and are currently active members of the Association for no less than ten years prior to their term of office.
- (d) President-Elect must have served at least a two-year term on the Board of Trustees prior to assuming the role of President-Elect.

Additional qualifications:

- Ability to think strategically and analytically and to effectively communicate ideas and the supporting rationales.
- Possession of earned respect of ABA members and others in the field.
- Ability to work well as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
- Appreciation for the differences between “oversight” and “supervision”.
- Earned reputation for emotional maturity, personal integrity, and honesty.
- Familiarity with the body of knowledge related to both the ABA as an organization as well as the substantive content of the field of burn care.
- Prerequisite of accessibility and responsiveness.
- Absence of significant conflicts of interest.

Selection

The President-elect automatically ascends to the position of President at the close of the Annual Business Meeting.

Board approved 2/5/20