Position: DIRECTOR OF DEVELOPMENT  
Term: 2020-2022

Duties:

1. Duty of Care
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).  

2. Duty of Loyalty
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association’s bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.  

3. Duty of Obedience
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association’s bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the business in which the Association operates.
   c. Attend Board meetings, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
General Responsibilities:
1. Responsible for negotiating year-long sponsors in addition to obtaining sponsors and exhibitors for participation at annual conference.
2. Keeps ongoing list of contacts (potential exhibitors, sponsors) -- dedicates approximately 2-3 hours a week to contacting existing vendor list. Makes every effort to obtain new vendors (1-2 new/week). Contacts potential vendors quarterly even if they are not considering a current sponsorship.
3. Completes applications for grants.
4. Reviews/revises Exhibitor Prospectus annually and submits to Association Management Company (AMC) for production.
5. Plans and coordinates all aspects of exhibit/sponsor displays during conference in collaboration with the AMC representative.
6. Plans and coordinates all aspects of the Conference Fun Activity Fundraiser to support annual Scholarship Fund. Also, plans and coordinates additional conference fun activity fundraisers.
7. Plans, coordinates and promotes organizational fundraising, including #GivingTuesday
8. Attends and participates in annual BOD Meetings (Pre- and Post-Conference, Business, Finance), the Annual Journal of Pediatric Surgical Nursing Publisher Meeting, the Fall BOD Meeting and all teleconferences in order to conduct the business of the organization.
9. Presents a short report to the membership at the annual business meeting.
10. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget. Participates in preparing assigned budget items. Reads all information provided regarding the activities of the Investment Committee and stays up to date on current events.
11. Possess a basic understanding of fundraising responsibilities:
   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process
12. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.
13. Other duties as delegated by the President.

Skill set required for Director of Development Candidates:
1. Strong customer service skills.
2. Comfortable communicating with vendors via phone, email, and face to face encounters.
3. Task oriented.
4. Strong written and verbal and electronic communication skills.
5. Able to respond to email within 24-48 business hours.
6. Finances:
   a. Comprehensive understanding of the organizational budget
7. Computer skills:
   a. Basic to intermediate proficiency with Microsoft Word, Excel and PowerPoint

**Mentoring:** All BOD Members have a mandatory mentorship year – per the [Mentoring and Succession Planning Policy](#)

**Time Commitment:** Willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 20 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 12 hours per week, especially at specific times of the year such as preparing for conference.

**Evaluation:** Board member’s effectiveness be assessed per [Board Self Assessment Policy](#)

**Review Date:** September 2019  
**Approval Date:** October 2019