

American Association of Birth Centers

## BOARD OF DIRECTORS POSITION DESCRIPTION

### DIRECTOR

A board member's overarching obligation is to provide expertise in support of the purpose of AABC:

“...to promote and support birth centers as a means to uphold the rights of healthy women and their families, in all communities, to birth their children in an environment which is safe, sensitive and cost effective with minimal intervention..”

The key role of an association board is to set direction, ensure and protect resources, engage in outreach and provide oversight. Board members have the legal duties of care, loyalty, and obedience.

- Duty of CARE means that you will:
  - Use your best judgement
  - Stay informed
  - Prepare for and attend meetings
  - Ask good questions
  - Participate in discussions, deliberations and decisions
  - Make decisions on sound information
  - Not disclose confidential information about AABC
- Duty of LOYALTY means that you will:
  - Act on behalf of the good of AABC
  - Comply with AABC's conflict of interest policy
  - Make the interests of AABC your primary focus and commitment in your board work
- Duty of OBEDIENCE means that you will:
  - Make decisions that conform to AABC's mission
  - Comply with applicable federal, state, and local laws
  - Adhere to AABC's bylaws and other governing documents

As a **DIRECTOR** of the AABC Board of Directors responsibilities include:

1. Serve a term of three (3) years. (May serve two consecutive terms).
2. Attendance at all Board meetings.
  - a. The AABC Board meets four times each year. Two meetings are held via conference call (January and July) and two meetings are held in-person (March/April and Sept/Oct). The fall meeting is held in conjunction with the annual meeting of the Association.
  - a. For the spring meeting, AABC will reimburse lodging expenses (double occupancy) and travel expenses (up to \$500 for travel within continental U.S. and \$750 from Alaska and Hawaii). Additionally, appointed consumer representatives to the Board will be reimbursed up to \$500 for travel expenses to attend the fall board meeting provided the representatives will receive no financial gain for their attendance. All other travel expenses are the financial responsibility of individual Board members.
3. Active use of Teamwork (AABC's online project management system) and email for communication with the executive director and other board members.
4. Active participation on AABC committees. You may be asked to serve as a chair for a committee.
5. You may be asked to serve a 1 year term as an Officer (VP, Secretary, Treasurer)
6. Perform general governance, set goals and strategic plans.

7. Support the Executive Director.
8. Report at annual meetings on matters requiring action by the membership. Accept input and direction from membership on matters as requested.
9. Accountable for financial management of the plan of investments and capital expenditures.
10. Provide direction and leadership for and among committees.
11. Adopt the annual budget.
12. Authorize contracts and agreements.
13. Authorize signing of checks by such persons as deemed appropriate.
14. Periodically review the services offered by AABC to insure it is meeting the needs of birth centers.
15. Maintain active membership in the Association.