

2.1 – Board of Directors Responsibilities	Original Date/Revisions	11/2010; 03/2015; 07/2017; 01/2020; 06/2021, 04/2023
	Policy Group:	Board of Directors
	Next Review:	4/2025
Purpose:	Describe expected responsibilities for Board members.	
Policy:	All members of the Board of Directors are expected to adhere to standards of professionalism and serve as role models for the membership.	
Guidelines:		
<ol style="list-style-type: none"> 1) Each Board member is expected to consistently fulfill role description requirements. Failure to do so may necessitate removal from the Board of Directors (BOD). 2) Understands, upholds, and supports the mission, bylaws, policies, and procedures of the Society. 3) Participates in the development of, review, implementation, and evaluation of the Strategic Plan. 4) Participates in the preparation, review, and approval of the annual budget. 5) Assumes accountability for budgetary variances. 6) All Board members must have knowledge, understanding of, and access to current technology needed to complete their position. 7) Reviews, evaluates, and responds to all materials (verbal and/or written) in compliance with specified deadlines. 8) Submits reports as requested by the President and/or Board and in accordance with the deadline. 9) Annually reviews role description and other policies pertinent to individual role. 10) Serves as Board Liaison as assigned: <ol style="list-style-type: none"> a. The liaison serves as the channel of communication between the Board and the committees, task forces, and other partnerships as defined by the President. b. The President (or President-Elect, every other year) shall appoint Board members to serve as Liaisons prior to the opening of the Annual Conference each year. c. Liaisons will attend committee/task force meetings to facilitate the development/implementation of goals and objectives, provide information and guidance in utilizing the national office, and to ensure proper procedural processes for communication and project completion. d. The liaison is accountable to the Board to ensure the committee/task force activities are in concert with the Strategic Plan and their role description. 		

- e. Any communication concerns on the part of the liaison or the committee/task force Chair will be brought to the attention of the President.
 - f. A copy of Board reports, as required, will be provided to the liaison prior to the established deadline.
 - g. The liaison will convey the latest status of their assigned role during Board of Director meetings to facilitate approval of projects, budgets, and other items.
 - h. After each Board meeting the liaison will share information and/or decisions which may affect their respective assigned role's activities at the next committee, task force, etc. meeting.
 - i. The liaison, or the liaison's designee (e.g., committee Chair), is responsible for final approval of projects and/or publications prior to printing/publication of the project.
- 11) All members participate in Board decisions by debating issues in an objective manner with the sole aim of finding the solutions which best represent the interests of the Society.
- a. Discuss decisions only within the confines of a Board meeting unless the Board has decided to make the decision public.
 - b. Once a decision has been made, the Board will speak to the membership as one voice on specific decisions made by the Board.
 - c. The Board will hold in strictest confidence an individual member's positions and statements on issues.
 - d. The President is the official representative when stating the Society's aims or positions within and outside the organization.
- 12) Each Board member will contribute one article per year to the SPN Monthly Digest regarding the activities of the groups they liaise with.
- 13) It's expected that Board Members will take the time off of work or from personal activities to participate in scheduled Board meetings and the Annual Conference whether in person or virtual. Absences must be approved by the President in advance of the meeting.
- 14) Assumes responsibilities as delegated by the President and/or Board.
- 15) Maintains awareness for the potential for conflicts of interest as described in policy 2.2 (Conflict of Interest) in performing duties of position.
- 16) Refer to the Board Orientation Presentation *and* the individual role description for more specific information on the duties of a Board member.