

Member-at-large Role Description – 2025 Election

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Take an active role in recruiting and mentoring new leaders throughout all levels of the organization.

Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Ensure that the board's composition reflects the strategic needs of the organization.

Provide oversight

- Ensure that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary responsibilities.
- Ensure that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.
- Ensure that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.

- Monitor conflict of interest policy and disclosure process for board members, volunteers and SSE, and ensures a process whereby all conflicts can be easily reported and resolved.
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.
- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses their performance regularly.

All Executive Board members are expected to:

1. Advance the mission and core values of NAPNAP as well as the mission and vision of the Executive Board.
2. Align board priorities and activities with the current strategic plan.
3. Distinguish between the roles of the Executive Board and the Executive Committee, including each group's decision-making authority.
4. Understand who can speak on behalf of NAPNAP and who can commit NAPNAP resources (time, volunteers, funds).
5. Provide financial oversight of NAPNAP, primarily through timely review of presented financial documents seeking clarification as necessary to fully understand NAPNAP's position.
6. Be thoroughly familiar with the Executive Board's Policies and Procedures.
7. Participate in all Executive Board meetings as scheduled and promptly attend to electronic votes when necessary.
8. Engage with NAPNAP committee(s) for which one is a liaison; ensure committee activities align with the strategic plan, keep the EB apprised of committee activities, and provide mentorship to committee leaders.
9. Engage with assigned NAPNAP groups and task forces as assigned; ensure activities align with the strategic plan, and keep the EB apprised of activities, including any requests that require EB consideration.
10. Understand the legal and financial relationship between NAPNAP and related entities (chapters, special interest groups [SIGS], NAPNAP Foundation and NAPNAP Partners for Vulnerable Youth).
11. Outline NAPNAP's health policy agenda.
12. Outline the overall themes in the NAPNAP research agenda.
13. Understand NAPNAP's programs and services, e.g., PedsCE, TeamPeds: Volunteers, TeamPeds: Member Network and Career Center.
14. Promote and encourage NAPNAP membership among peers.
15. Summarize the topics covered within the NAPNAP position statements.
16. Outline NAPNAP educational offerings, including the CE accreditation program.
17. Understand NAPNAP's publications (e.g., NAPNAP Daily News, News Flash and Inside the Beltway) and periodicals (*Journal of Pediatric Health Care*).
18. Describe key provider and public education campaigns.
19. Participate on social media as appropriate and requested.
20. Adhere to conflict of interest, confidentiality, and disclosure policies.

In addition to the above over-arching duties of all Executive Board members, members-at-large will serve as a board liaison to committees, chapters, special interest groups, workgroups and position statement writing groups as assigned by the president.

Responsibilities as a board liaison may include, but are not limited to:

Member-at-large Primary Responsibilities:

Committees:

- Ensure committee activities align with the strategic plan.
- Keep the EB apprised of committee activities.
- Provide mentorship to committee leaders.
- Collaborate with committee chair and staff liaison on recommendation of co-chairs to president-elect.

Chapters and SIGs:

- Meet with assigned chapter and SIG leaders as agreed upon with chapter/SIG.
- Consult on chapter and SIG communications strategies (e.g., social media and newsletters) and provide feedback as warranted or requested.
- Provide recommendations on chapter and SIG recruitment, networking and leadership development.
- Participate in chapter and SIG-related meetings at the national conference. MLs may select which sessions are priorities to attend.
- Facilitate communication among chapters or SIGs to improve inter-chapter and SIG networking on potential programs, products and events.
- In all of the above, collaborate with the staff liaisons to ensure that communications to and support of chapters/SIGs are aligned.

Member-at-large NAPNAP policy review:

- Review requests for new SIGs/chapters.
- Review chapter bylaws, chapter and SIG guidelines and assist with updates when needed.
- Review the non-compliance or non-adherence chapter/SIG issues and make recommendations to the Executive Board regarding status.
- Provide verbal or written reports to the NAPNAP Executive Board at face-to-face meetings and as needed.

Member-at-large Additional Responsibilities:

- Serve as a role model and provide positive mentoring experiences for potential future NAPNAP leaders.
- Help recruit new leaders.
- Help promote membership in chapters and SIGs.
- Members-at-large may be tasked with other duties as needed.

The personal skills, experiences and preferences of members-at-large will be considered when duties are assigned.

NAPNAP appreciates the commitment required to volunteer for board service and will pay all pre-approved reasonable expenses connected with member-at-large travel.

The estimated time requirement for members-at-large will be approximately 10-15 hours per month but will vary depending upon individual assignments. Some months will be busier than others. When making assignments, the president/president-elect will be cognizant of a ML's previously assigned tasks to avoid overburdening them.