



AMERICAN ACADEMY OF FAMILY PHYSICIANS

F O U N D A T I O N

BOARD OF TRUSTEE RESPONSIBILITIES

The AAFP Foundation Board of Trustees has the responsibility of maintaining a proper balance among the interests of members, staff, and the general public.

Trustees are expected to attend meetings and to take part in the decision-making process. They are required to exercise a reasonable degree of knowledge, skill, and care in bringing their best judgment to the performance of their responsibilities. It is the duty of the trustees to keep themselves informed on programs of the Foundation, to study materials that are distributed to them, and to exercise basic, sound judgment in arriving at decisions.

The Board of Trustees is responsible and accountable to the organization's donors, constituents, and the community at large. Although the board works through its staff and its committees, ultimate responsibility and accountability reside within the Board of Trustees.

The Board of Trustees is responsible for:

1. Taking an active role in raising funds to support the programs of the Foundation
2. Maintaining complete and accurate minutes and financial records
3. Receiving appropriate reports from the Executive Director
4. Approving/disapproving committee recommendations
5. Establishing policies to guide the Foundation
6. Overseeing and making program decisions to ensure the implementation of the Foundation's goals and objectives
7. Ensuring the Foundation is financially solvent and making investment decisions
8. Approving the annual budget
9. Electing officers of the Foundation
10. Nominating individuals for expired or vacant trustee positions
11. Supporting the Executive Director as staff administrator
12. Evaluating the performance of the Executive Director
13. Identifying priority needs, short-term and long-term goals
14. Clarifying the Foundation's mission
15. Enhancing the public image of the Foundation
16. Assessing Board performance

Fundraising responsibilities of the Board include:

1. Establishing the appropriate committee structure to assist in fund development
2. Recruiting volunteer leadership
3. Identifying and cultivating prospective donors
4. Using knowledge, understanding, and personal networks to spread the word about the organization
5. Adopting a biennial fund development plan
6. Ensuring that all legal, regulatory, and ethical requirements are fulfilled
7. Determining whether outside consultants are needed to assist with fund development