



BOARD OF TRUSTEE JOB DESCRIPTIONS

*Description Approved by the
Board of Trustees February 17, 2016*

MISSION

Dedicated to promoting the optimal care of children and adolescents with blood disorders and cancer by advancing research, education, treatment, and professional practice.

RESPONSIBILITIES

Performance Expectations of All Board Members

- Attend all Board of Trustee meetings or provide advance notice when unavailable
- Prepare in advance for meetings of the board
- Participate in meetings with honest discussion, focus on issues, respect others, and commit to the goals of ASPHO without seeking to promote individual objectives or success
- Promote and contribute to a positive environment
- Complete assignments in a timely manner
- Represent the board in a positive manner, including providing unambiguous support for the actions adopted by the board
- Comply with conflict of interest and confidentiality policies
- Keep up to date on developments in the field of pediatric hematology/oncology
- Follow organizational policies, adhere to regulatory requirements, and utilize organizational systems to perform the duties assigned

President

The President shall be the chief elected officer of ASPHO and ensure the mission and goals of the organization are carried out.

- Preside at all meetings of the Board of Trustees and Executive Committee
- Work in partnership with Executive Director/CEO in preparing board meeting agendas and help guide and facilitate board actions with respect to organizational priorities and governance concerns
- Call and lead board meetings by making sure the agenda is closely followed, all board members are able to participate in discussions, and the board uses proper decision making procedures
- Preside over the Annual Business Meeting of the membership
- Work in partnership with the Executive Director/CEO to ensure board resolutions are carried out
- Prepare a President's Message for the eNews publication
- Delegate projects, duties, and tasks to Board as necessary
- Serve as an ex-officio member of all committees, without vote
- In consultation with the Vice President and Executive Director/CEO, approve appointments of committee chairs and volunteers who will serve on committees in accordance with the policies of the organization
- Act as spokesperson for the Society or appoint subject matter expert as appropriate
- Officially represent ASPHO at industry meetings as necessary

Vice President

The Vice President shall assist the President in the discharge of the duties of the President and upon conclusion of his/her term, succeed to office of the President.

- Utilizes the term as Vice President to familiarize him/herself with the operations of the Board and the conduct of effective meetings
- Performs duties and responsibilities as requested by the President or the Board
- Understand the responsibilities of the President and be able to perform these duties in the President's absence
- Assume the office of President for the remainder of the un-expired term of office in the event of the resignation, death or removal of the President or due to the failure or inability of the President to perform the duties of the office
- Assist the President and Executive Director/CEO with all committee chair appointments and recommend who will serve on committees
- Participate in Board Governance training with Executive Director/CEO
- Assist Executive Director/CEO in conducting new board member orientation

Immediate Past President

The Immediate Past President shall perform such duties as may be assigned from time to time by the President or the Board.

- Provide historical perspective for the board through expertise gained on the Board of Trustees
- Function as a mentor, guide, and assistant to the President
- Serve as Nominating and Awards Committees' Chair
- Carry out special assignments as requested by the President