

Minnesota Medical Association Officer & Trustee Position Descriptions

BOARD OF TRUSTEES (Officers & Trustees)

Basic Role

- The Minnesota Medical Association (MMA) Board of Trustees sets policy and manages the affairs of the Association between sessions of the House of Delegates as outlined by the Articles of Incorporation and Bylaws and actions taken by the House of Delegates. The Board interprets and acts on policy set by the House of Delegates and provides overall leadership for the MMA in pursuing the MMA's mission and goals, setting priorities and allocating resources. The Board, which is accountable for the MMA's use of resources, develops a strategic plan, and monitors the progress of the plan in relationship to the MMA goals and budget. Board members act on behalf of the MMA and all MMA members. The work and action of individual Board members should represent the best interests of the MMA without regard to their specialty, component medical society, geography, or membership in other organizations. As individuals, Board members have no corporate authority for the MMA. Board members are personally accountable for fulfilling all duties and responsibilities as outlined in the Bylaws.

Duties and Responsibilities

Board members have the following broad duties:

- Attend Board meetings and actively participate in the decision-making process.
- Provide advice by calling or writing Board chair or chief executive officer when attendance at a Board meeting or activity is not possible.
- Clarify and sustain the MMA's vision, mission, and values.
- Provide information, ideas and suggestions from MMA members to the Board and communicate the activities and ideas of the Board to the members.
- Participate actively in the deliberations of issues relevant to the association.
- Maintain a working knowledge of the MMA's operations and services in order to be able to well represent the MMA.
- Represent MMA by identifying themselves as MMA Board member and acting as ambassadors or spokespersons for MMA when attending the meetings of other organizations.
- Approve and support the financial and program goals established in the yearly operating budget to assure the MMA's financial stability.
- Participate in establishing the strategic plan and act as a spokespersons.
- Support and communicate the MMA's plans, goals and objectives to the membership.
- Actively recruit new members.
- Identify members who are not serving on committees and task forces, and encourage them to become involved in the MMA.
- Welcome new members as assigned and report results to the MMA Staff.
- Contact members who have not yet renewed their membership in a timely fashion and encourage them to do so.
- Serve, as assigned, on Board committees and special task forces.
- Elect the chair of the Board of Trustees.
- Participate in selecting, monitoring and evaluating of the MMA chief executive officer (CEO).
- Participate in Board evaluation and improvement processes.
- Adhere to the MMA's "Conflict of Interest Disclosure" and "Conflict of Financial Interest" policies and to comply with appropriate sections of the American Competitiveness and Corporate Accountability Act (Sarbanes-Oxley) (i.e., whistleblower policies, destruction/modification of documents, retaliation).

Attributes:

- **Proven Performance** - Leadership requires knowledge, talent, skill, vitality, a solid track record of contributions and the ability to make a difference.
- **Commitment** - Serving as an association leader is both an honor and a reward, but it requires a demonstrated commitment to the organization and its missions and goals.
- **Time to Serve** - Participating fully in association activities requires extra time for preparation, travel and attendance at meetings.
- **Understanding of Team Work** - Many people contribute their efforts toward the realization of an association's goals and objectives – no one does it alone. Well developed interpersonal and communication skills are essential to effective teamwork.
- **Sound Judgment and Integrity** - In many instances, popularity brings leaders into the limelight of an association. But popularity must be tempered with good judgment and integrity. Decisions may need to be made that are not popular with the members. Board Members must be forthright in identifying representational and financial conflicts of interest. The member must also report, to the appropriate MMA official, any concerns regarding violations of any MMA Whistleblower Policy.
- **Communication and "Teaching" Skills** - By virtue of their current position, current leaders serve as mentors and teachers to future leaders. Enthusiasm – a zest for serving the association is an important ingredient that leaders must be able to pass along to their successors.
- **Ability to Subordinate Special Interests** - Leaders often emerge because of their special expertise or effective representation of a specific constituency. Leadership, however, may require subordinating those interests for the greater good of the association.
- **Be Strategic Thinkers** - Intuitive and interpretive skills enable leaders to understand the people around them, internalize the data they receive, recognize the relationships that exist between the systems within their world and integrate all these elements into a coherent whole.