

## **Board Job Descriptions**

### **President:**

The purpose of the President is to provide leadership, in partnership with Executive Director, in areas of administration, program, planning, organization and leadership recruitment. Major responsibilities are:

1. Chairs all board meetings
2. Enforces the AST's Bylaws
3. Selects and supervises all committee and advisory council chairs
4. Works closely with the Executive Director on issues affecting the overall organization
5. Represents the AST to the transplant community, government agencies, and on Capitol Hill
6. Works with board members and staff leadership to recruit new volunteers to the board, committees and other allied councils
7. Ensures that the committees and the board function appropriately
8. Serves as ad hoc member on all committees
9. Works with the Executive Director to ensure that the AST is meeting all fiduciary responsibilities
10. Works with selected board members to evaluate the work of the Executive Director
11. Ensures that individual board members receive adequate training, performance monitoring and evaluation
12. Moves the board towards their preferred future – and fulfills the strategic plan

Board chairs should enforce the AST's policies and procedures, moving board members to perform their functions adequately.

### **President-Elect:**

Assists the President in all aspects of the position (President). The President-elect is informed of all major organizational issues and decisions. The President-elect serves as chair of the board when the President is absent or unable to serve and as a member of the executive committee.

### **Secretary:**

According to the AST Bylaws, the Secretary shall "keep minutes of all meetings of the Council and of the membership of the Society; shall see that all notices are duly given in accordance with the provisions of law and these Bylaws; shall keep the membership records of the Society and be custodian of all

contracts, assignments and other legal documents and records. In general, the Secretary shall perform all the duties incident to the offices of Secretary of a corporation.”

More specifically, the Secretary ensures that the AST minutes are properly recorded and written to include the time and place of the meeting, the names of those present, and accurate reporting of meeting activities and motions. The minutes are drafted by senior staff and are sent to the Secretary for review and approval. After revision, the Secretary signs the minutes and they are distributed to the board.

The Secretary ensures that the National Office properly maintains the archival and financial files to include:

1. Articles of Incorporation;
2. Tax exempt information (tax returns, IRS correspondence and notifications, etc.);
3. Bylaws;
4. Financial audits;
5. Approved budget;
6. Signatory list;
7. Policies and procedures

The Secretary also reviews the organization’s policy statements, with the Executive Director, and recommends revisions to the board when appropriate.

**Treasurer:**

According to the AST Bylaws, the Treasurer shall have charge of and be responsible for all funds, securities, receipts and authorized disbursements of the Society; shall deposit or cause to be deposited, in the name of the Society, all money or other valuable effects in such banks or other depositories as shall from time to time be selected by the Council; shall render to the President and to the Council, whenever requested, an account of the financial condition of the Society; and shall in any event report annually to the Council and membership; and shall submit financial statements certified by any group of individuals chosen by the Council. In general, the Treasurer shall perform all duties incident to the offices of Treasurer of a corporation.

**Immediate Past-President:**

The immediate Past-President serves as advisor and consultant to the board and the President. The immediate Past-President presides and chairs the Governance Committee.

**Councilors-at-Large:**

Councilors-at-Large are elected to serve three-year terms on the Board of Directors. The enclosed table describes the responsibilities of each Board member. Councilors are expected to regularly attend Board meetings and retreats, to exercise the diligence, skill and care that a prudent person would exercise in a private business. Councilors should scrutinize reports and issues with extreme care and question policy and procedures as though they were owners of the corporation. Councilors should question the appropriateness of AST actions as though they were challenging their own advisors.

## The Role of the Board of Directors and Staff

Area of Responsibility	Board	Staff
Policy	Makes policy in such areas as finance, personnel, legal issues, systems, etc.	Provides information for the board to make policy. Implements approved policies.
Legal/Finance	Ensures that the AST is properly managed; that proper government procedures are followed; uses proper judgment in all business and financial transactions.	Compiles all information and regularly reports to the board. Keeps the board informed of all business transactions and alerts the board if illegal or unethical issues might occur.
Planning	Approves the AST mission statement and its parameters. Set goals, objectives and strategic direction through regular short and long-range planning.	Works with the board to review the AST mission and to develop new programs. Works with the board to create annual evaluation plans.
Program	Reviews and approves all program ideas and plans.	Works with the board to develop program ideas and plans. Implements programs approved by the Board.
Personnel	Evaluates Executive Director and management team	Executive Director responsible for assembling personnel to effectively staff the AST.
Board Governance	Helps to identify and recruit new members according to the Bylaws. Enforces board roles and Bylaws. Approves meeting minutes and ensures the accuracy of minutes. Ensures that the Executive Director follow policy and procedure.	Provides input to board of member names for board recruitment. Helps train members. Prepares and distributes meeting minutes for approval.
Public Relations	Represents the AST to the profession and the public.	Represents the AST to the profession and the public.
Fundraising	Approves development policy and procedures, goals and plans. Participates in efforts where appropriate.	Provides advice and counsel; helps with developing fundraising goals and plans. Implements fundraising efforts.