

## **3 Roles and Responsibilities of Board Members**

### **3.1 General Responsibilities**

*(Adopted April, 2000; amended April, 2004)*

At the time of assuming duties as a member, the new or re-elected member will complete the Board member agreement (Technical Appendix O – Page 92).

A member of the Board of Trustees of the ISPE works to:

- Ensure the mission of the ISPE is carried out and contribute actively to it,
- Maintain fiduciary responsibilities that ensure mutual accountability,
- Maintain board confidentiality and integrity,
- Recognize/prevent/ address conflicts of interest,
- Respect and support staff and maintain appropriate lines of communication,
- Voice opinions and questions and accord respect to others who do the same,
- Enhance the public image of ISPE,
- Recruit others to membership, programs, working committees, and leadership of ISPE
- Use ISPE slides in presentations and distribute ISPE materials to prospective new members, where appropriate

### **3.2 Responsibilities during the ICPE and other sponsored programs**

*(Adopted April, 2001)*

#### **3.2.1 Membership Recruitment and Retention**

- Each attendee is an ISPE member or a potential ISPE member. Board members should:
  - Welcome everyone; sell the benefits of membership of the Society.
  - Encourage non-members to join the Society, and reaffirm current members' support of the Society.
  - Visit the exhibitors and thank them for supporting the ICPE. Encourage them to attend the next ICPE.
  - Thank sponsor representatives for their contributions and support of ICPE. Supporters will display a "SPONSOR" ribbon on their badges.
  - Recruit members to serve on ISPE committees. The Committee Chairs are responsible for infusing enthusiasm and activity within their committees and councils. ICPE is the best time to prospect for new ideas, new volunteers, etc.

#### **3.2.2 Social/Professional**

Board members represent ISPE when attending the ICPE. They should:

- Welcome newcomers. Attend social functions, mingle, seek out people new to the ICPE and engage them in conversation. Do not spend the entire time with your friends, meet new friends.
- Attend Board, Committee and Council meetings. Serve as a conduit of information to and from the Board.

### **3.2.3 Relationship with Staff**

Board members should:

- Alert ISPE staff stationed at the Registration Desk about problems.
- Stay in front of the registration desk and lend a hand if needed, especially welcoming participants to the meeting.
- Allow ISPE staff and the hotel staff to do their jobs.