



BOARD OF TRUSTEE JOB DESCRIPTIONS

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

MISSION

To support and advance the pediatric hematology/oncology medical and scientific community to improve the health and well-being of children, adolescents, and young adults with blood disorders and cancer.

RESPONSIBILITIES

Performance Expectations of All Board Members and Officers

- 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

Trustee

- Maintain knowledge of ASPHO's mission, services, and policies and direct ASPHO based on these
- Ensure ASPHO acts within the scope of its corporate powers complying with state and federal law and conforming to ASPHO's tax exempt status and articles of incorporation.
- Determine the mission and purpose.
- Ensure effective planning. Actively participate in strategic planning process every three to five years. Assist in implementing and monitoring the strategic goals.
- Act in good faith and foremost in the interests of the organization
- Fulfill responsibilities assigned by ASPHO, including responsibilities related to a committee or task force as assigned
- Review and approve policies to support the organizations' mission and goals
- Oversee and evaluate ASPHO programs to assure the strategic objectives and responsibilities are being met
- Ensure adequate financial resources for the Society to fulfill its mission.
- Protect assets and provide proper financial oversight. Approve annual operating budget and ensure that proper financial controls are in place.
- Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the Society's public standing. Clearly articulate the Society's mission, accomplishments, and goals.