



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 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.