

## APPLYING FOR A CAEP BOARD OF DIRECTOR POSITION

### What Is Expected of the Candidate? It is expected that you...

- have a commitment to the purpose, mission, and values of CAEP
- have a strong interest in working on the advancement of Emergency Medicine
- have cultural awareness, understanding, and appreciation of different cultural needs
- act morally and ethically in accordance with the law and the values of CAEP
- acknowledges conflicts of interest
- understand the need to base decisions on what is good for CAEP
- accept accountability for group decisions so that the Board of Directors speaks with one voice
- can dedicate approximately 2 hours per week to your board work for a term of 2 years, renewable up to six (6) years
- prepare for all meetings and conference calls in advance and actively participate in all of them
- efficiently use technology to respond to online communications (emails, web meetings, conference calls)
- maintain confidentiality
- have institutional support for your service during your board term

### CAEP Board of Directors: Responsibilities

Fiduciary duty is an essential responsibility of every board member.

A fiduciary duty requires board members to make good-faith decisions that put the best interests of the foundation in alignment with its mission. This must be kept independent from undue influence by any person, organization or financial interest. **A board member's fiduciary duty can be broken down into three parts: care, loyalty, and obedience.**

- With regard to the **duty of care**, board members must perform their responsibilities in a manner that is in line with the care, diligence, and skill of an ordinarily prudent person who would find themselves in a similar situation in a corresponding position.
- The **duty of loyalty** mandates board members and officers to behave in a manner that is in good faith and believed to put the interests of CAEP before any personal interests or those of another person or organization. The fiduciary cannot act out of avarice or expedience either.
- The **duty of obedience** requires board members to ensure that CAEP is operating in a manner that furthers its stated purpose and is always operating in compliance with all statutes and regulations.

- Day-to-day fiduciary duty plays out in the following ways:
  - **Board members set the direction for CAEP:** perform strategic thinking and planning, promote a positive public image, set mission and vision, establish organizational values, approve operational and annual plans
  - **Board members ensure wise use of CAEP resources:** hire capable Executive Director, provide fiduciary responsibility
  - **Board members provide oversight of CAEP:** oversee financial management, minimize exposure to risk, measure progress on strategic plan, monitor programs and services, provide legal and moral oversight, evaluate the work of the Executive Director, and perform self-evaluation

Additional responsibilities include coordinating and leading various board workgroups/task forces, and/or representing the board at various events.

## What Competencies Are Needed to Perform This Role Well?

### Knowledge

- Understand CAEP's structure, policies, and culture (including its mission, vision, values, goals, current strategic plan, governance structure, role of staff and volunteers, programs and services)
- Understand the emergency medicine community, research, education and the strategic direction

### Leadership Skills

- Ability to inspire and empower others, including the recruitment and mentoring of new leaders
- Use resources effectively to achieve set goals, including organizing tasks, delegating responsibilities that use people's skills efficiently, and directing other resources

### Strategic Thinking & Decision Making

- Ability to consider the big picture while being goal/future-oriented, not get caught in minutiae
- Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives
- Ability to think independently and critically (including using research data, asking questions, challenging unsubstantiated information)
- Ability to use logic and reasoning to identify issues as well as the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to make informed decisions efficiently and take action when needed

- Ability to be objective at all times about what is best for the whole of the CAEP rather than what is best for a particular constituency within CAEP
- Ability to analyze reports of standing committees, task forces, etc. and comment on drafts of publications and other documents as appropriate

### Communication Skills

- Speak professionally in small or large groups with prepared materials (including to articulate oneself clearly, concisely, and logically while addressing the audience's needs)
- Enhance one's intercultural competence continually and proactively, to represent the foundation in interactions with culturally and linguistically diverse groups of people in multiple contexts effectively
- Facilitate group discussions strategically (including focusing on the agenda and working for practical consensus)
- Promote transparency, communicating developments to the vitiligo community, affiliates, etc. and invite input
- Operate in an online environment efficiently and effectively

### Independence & Teamwork

- Ability to effectively collaborate with the Executive Director, Board colleagues, and staff
- Ability to work independently
- Ability to interact with other board members in a group setting, both contributing to and valuing the contributions of all members
- Ability to provide feedback to the Executive Director on behalf of the Board

### Financial Skills

- Ability to participate in financial discussions
- Ability to review and analyze proposed budgets in light of CAEP's resources, strategic goals, and priorities