



# Board Member Expectations Agreement

## Ohio Chapter, American College of Emergency Physicians

(to be signed and returned if elected to the Board)

### Preparation

- I will be prepared for board meetings by reading and understanding materials shared in advance.
- I will come prepared with questions based on the Board meeting material and agenda.
- I will solicit ideas and input from colleagues and members to help shape organizational strategy.
- When invited, I will provide input to the Board meeting agenda.
- I will familiarize myself with the Ohio ACEP Bylaws.

### Strategy

- I will familiarize myself with the Chapter's strategic plan.
- My input and comments will support the achievement of the strategic plan.
- I will ensure the proper resources are allocated to achieve organizational goals.

### Engagement/Attendance

- I will follow the Board Attendance Policy.
- When I have something to contribute, I will participate in the Board discussions with an open mind and in a professional manner.
- I will avoid revisiting committee work during board meetings.
- I will reveal my potential conflicts of interest.
- I will treat discussions, minutes, and board meeting materials as confidential.
- I understand and honor my duties of Care, Loyalty and Obedience.
- I will be respectful of the opinions of other board members.
- I will be respectful of the opinions of staff, their time, and resources.
- I will abide by the Chapter Spokesperson Policy Statement.

### Decisions

- I will make sure I understand the information before casting a vote.
- I will vote.
- I will support the board's ultimate decisions, both publicly and privately.

### Follow Up and Support

- I will follow up on assignments and requests in a timely manner.
- I will support the staff publicly and privately.
- I will actively recruit new members and leaders.
- I will serve as an ambassador of the chapter.
- I will recruit and/or mentor at least one Ohio ACEP member to a committee.
- I will respond to e-mail requests for action in a timely manner (24 hours).
- I will assist with contacting members whose membership has lapsed.
- I will engage actively in advocacy on behalf of Ohio ACEP.

**Events**

- I will register and attend the Ohio ACEP Annual Meeting and Advocacy Day
- I will contribute to the Ohio ACEP PAC

**ACEP**

- I will consider earning FACEP if eligible.
- I will join the ACEP 911 Network.
- If my schedule allows, I will attend the ACEP Leadership & Advocacy Conference.
- I will actively participate on one ACEP committee.
- I will contribute to NEMPAC.
- I will contribute to EMF.

**Expenses**

- I understand I am responsible for any expenses incurred related to travel to meetings.

ACCEPTED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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