



Board Policy

1.1 – Board Membership and Purpose

1 This policy outlines the function of the Board of Trustees of the Foundation for Osteopathic Emergency
2 Medicine (FOEM). It at no time supersedes the Bylaws of the Foundation which contains issues such as
3 terms of office and qualifications of Board Members.
4

5 **Purpose:** The purpose of the Board of Trustees is to serve as the governing body of the organization. As
6 such, its duties are exclusively tailored to issues regarding the operation of the non-profit organization
7 dedicated to research in emergency medicine in the osteopathic profession.
8

9 **Membership:** The Board will be made up of 12 members, who will serve three-year staggered terms
10 (for a maximum of three terms). The President, President-elect and the Immediate Past President will
11 serve protected terms and will not be required to run for re-election to the Board if serving in these
12 offices. One third of the membership of the Board will be made up of non-physicians who may hold
13 officer positions.
14

15 The Members will be as follows and will hold equal voting rights in the business of the Board. The
16 President will only vote in the event of a tie.
17

- 18 ● President
- 19 ● Vice President
- 20 ● Secretary
- 21 ● Treasurer
- 22 ● Immediate Past President (Non-Voting)
- 23 ● 7 General Members from medicine, academia and the public
24

25 The Executive Director will serve as the Parliamentarian to the Board and will act as a non-voting
26 member. The Assistant Executive Director will serve as Secretary to the Board and will act as a non-
27 voting member.
28

29 **Roles within the Board:**

30
31 **President:** He or she will serve as the main representative of the Foundation and will attend ACOEP
32 Board of Directors and General Membership meetings in this capacity. He or she will be charged with
33 overall responsibility to represent the Foundation with outside agencies and working with the Executive

1 Director and Assistant Executive Director, to ensure that the Foundation operates for the good of the
2 donors, researchers, and emergency medicine profession.

3
4 **Vice President:** The Vice President will be elected from his or her peers on the Board to serve as the
5 secondary representative of the Foundation. Like the President, the Vice President will serve in the
6 capacity as a representative to other organizations and will serve as the alternate representative at
7 meetings of the ACOEP. The Vice President will work with the ethical and legal issues of the Foundation
8 during his or her term in office and will assist in the development of sponsorship opportunities.

9
10 **Secretary:** The Secretary will be elected from his or her peers on the Board. The election to this office
11 does not ensure automatic election to higher office upon completion of the term in this office. The
12 Secretary will be responsible for the individual records of the Foundation and ensuring that appropriate
13 Minutes of all Committees and the Board are maintained and reported. He or She will work with the
14 Executive Director on the operation of the Office of the Foundation and may be called upon to assist in
15 evaluation of staff, as well as monitor the Strategic Plan. Should an individual of the Board be unable
16 to fulfill this role, it may be occupied for an indefinite period of time by the Executive Director of the
17 Foundation.

18
19 **Treasurer:** The Treasurer will be elected from his or her peers on the Board. The election to this office
20 does not ensure automatic election to any other office upon completion of the term in this office. The
21 Treasurer will be responsible for the development and maintenance of the annual budget, financial
22 records and policies of the Foundation, and will act as the Chair of the Finance Committee.

23
24 **Immediate Past President:** This will be a position given to the outgoing President immediately upon
25 completion of his or her term. The role played by the Immediate Past President is to provide help and
26 guidance to the incoming President over their term in office and to assist in training the Vice President
27 for their role as President. Although the Immediate Past President does not have a vote on the Board, he
28 or she plays a vital part in the continuity and history of the Board. Additionally, the Immediate Past
29 President will Chair the Nominations Committee assisting the Foundation in providing deserving
30 members with recognition and in the formulation of the future Board membership.

31
32 **Board Member Roles:** It will be the duty of Board Members to assist in the operations of the
33 Foundation. These duties may include the development and identification of sponsorship opportunities;
34 evaluation of research and the awarding of grants and awards; the development of future Board
35 members; management of projects of the Board or Foundation, and duties as assigned by the President.
36 Board members may be called upon to host (or emcee) events and to act as speakers on Foundation
37 projects.

38
39 **Executive Director's Role:** The Executive Director will fulfill the needs of the Board, working to maintain
40 appropriate records of activities, budgets and meetings. The Executive Director will work to maintain the
41 Bylaws of the Organization and develop or assist in the development of operational policies.

42
43 **Assistant Executive Director's Role:** The Assistant Executive Director will be charged with maintaining
44 the organizational list of members of the Board and formulating agendas, draft minutes and reports of
45 the Board. He or She will issue all calls for meetings and actions on behalf of and working with the
46 President and other officers and Chairs. He or she will act in the role of fundraiser for the Foundation
47 with the Treasurer and the Vice President.