



Board Policy

1.5 – Officer Purpose and Qualifications

1 **Purpose:** The purpose of this policy is to identify the duties of each officer position within the
2 Foundation of Osteopathic Emergency Medicine (FOEM) and assign specific qualifications for the
3 member holding the positions outlined below. Officer terms are described in the Bylaws of the
4 Foundation.
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6 **President**

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8 The position of the President of the Foundation for Osteopathic Emergency Medicine will be held by a
9 Board Member who will ascend to this position following his or her term as Vice President of the
10 Foundation. He or she will act as the Chair of the Board and preside at all meetings of the Foundation.
11 He or she will also be the official representative of the Foundation to the American College of
12 Osteopathic Emergency Physicians (ACOEP) and shall represent the Foundation at all functions of the
13 ACOEP.
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15 **Vice President**

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17 The position of the Vice President of the Foundation for Osteopathic Emergency Medicine will be held
18 by a Board Member who has served a minimum of one three-year term as an officer of the Foundation.
19 He or she will act as the Chair of the Board and preside at meetings of the Foundation in the absence or
20 disability of the President. He or she will also be the official representative of the Foundation to the
21 Student and Resident Chapters of the American College of Osteopathic Emergency Physicians and shall
22 be the Chair of the Nominations Committee of the Foundation.
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25 **Secretary**

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27 The position of the Secretary of the Foundation for Osteopathic Emergency Medicine will be held by a
28 Board Member who has served a minimum of one three-year term as a member of the Foundation. He
29 or she will act as the Chair of the Event Planning Committee and will have the responsibility for verifying
30 the content of the Minutes. He or she will also be responsible for signing documents verifying the
31 accuracy of the Foundation documents and will maintain the Bylaws and Policies of the Foundation.
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Treasurer

The position of the Treasurer of the Foundation for Osteopathic Emergency Medicine will be held by a Board Member who has served a minimum of one three-year term on the Board of the Foundation. He or she will act as the Chair of the Finance Committee, prepare all financial statements / reports to the Board and be the second signatory on checks above \$150,000. The Treasurer will receive financial updates from the staff of the Foundation on a monthly basis.

Immediate Past President

The position of the Immediate Past President of the Foundation for Osteopathic Emergency Medicine will be held by the former President of the Foundation. In the event that the Immediate Past President is unable to occupy this position, the Foundation may choose a former President to act in this position. The purpose of this position is to provide a voice of experience on the Board and to act in an advisory capacity to the President and Executive Committee. He or she will serve as a member of the Executive and Nominating Committees.

All offices of the Foundation will be placed on the Foundation's Investment and Bank Accounts and have authority to sign official documents of the Foundation with the Executive Director.

Executive Director

The Executive Director will be an officer of the Foundation and will sit on the Board in a non-voting capacity. He or she will have the fiduciary responsibility to supervise the investments, banking, and be the signatory of official papers with the Assistant Executive Director. The Executive Director will also be the Secretary to the Nominations Committee.