



## **2021-2022 Open Board Member & Gallery Call for Nominations**

**Introduction** The North American Primary Care Research Group's (NAPCRG) Board of Directors is responsible for providing the leadership, strategic direction, selection and evaluation of the executive director, financial oversight, legal and ethical integrity, oversight for scientific meetings, membership growth and continued enhancement of the organization's public standing. Board of Directors are required to attend two in-person Board of Directors meetings (one in conjunction with the NAPCRG Annual Meeting and one held in the spring) and conference calls called throughout the year. Board of Director members are required to chair or serve on NAPCRG Committees or task forces.

Directors and officer's liability insurance is provided to protect board members from personal financial harm in the event of a lawsuit.

A vacancy in any office caused by death, resignation, removal, or otherwise shall be filled for the unexpired portion of the term by the Board of Directors. During the absence of any Officer, or his or her inability to act, the President may by written order, or the Board of Directors may by written resolution, delegate the powers of such Officer to any Officer or employee/agent of NAPCRG.

NAPCRG board members are reimbursed the amount of coach airfare, ground transportation and expenses for the days during the Spring meeting. Board members will be reimbursed for (1) night's hotel expense while attending a Board meeting at the NAPCRG Annual Meeting. Board members pay for their own travel, any additional hotel nights and conference registration to attend the meetings during the NAPCRG Annual Meeting.

### **For the 2021-2022 annual call for nominations, the following Board Member positions are open:**

- Vice President (three-year term: one year as Vice President, one year as President, and one year as Immediate Past President/Board Chair)
- Chair, Committee on Advancing the Science of Family Medicine (CASFM)
- Chair, Community Clinician Advisory Group (CCAG)
- Chair, Communications Committee
- Chair, Governance Committee
- Chair, Membership Committee
- Vice Chair, Program Committee (Gallery position on the Board of Directors. The Vice Chair will advance to Chair following this two-year term.)
- Vice Chair, Trainee Committee (Gallery position on the Board of Directors. This position will assume chair responsibilities in the second year. The current chair is from the U.S., and the position rotates between the U.S. and Canadian representatives.)
- PaCE Patient Representative (U.S.)

## 2021-2022 Open Board Member and Gallery Job Descriptions

**Executive Committee** The Executive Committee is composed of the president, vice-president, immediate past president/board chair, secretary-treasurer, and the executive director (ex officio). This committee meets at the request of the president and executive director and is charged with acting on behalf of the board between board meetings. All members of the Executive Committee, with the exception of the ex-officio are voting members of the board.

### **President Duties**

The President is responsible for ensuring that the Board of Directors and its members:

- are aware of and fulfill their governance responsibilities
- comply with applicable laws and bylaws
- conduct board business effectively and efficiently

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; performs other duties as the need arises and/or as defined in the bylaws.

The President provides leadership to the Board of Directors, which sets policy and to whom the executive director is accountable. The President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate.

The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft meeting agendas and provide guidance on proposals.

The President is the primary liaison between the Board and the executive director. In this capacity, the President meets weekly with the executive committee and executive director:

- discusses issues confronting the organization with the executive director
- ensures that periodic performance reviews of the executive director are conducted
- participates in the hiring and evaluation of the executive director

The President ensures that the organization maintains positive and productive relationships with other organizations and funders. In this capacity, the President serves as primary spokesperson for the organization. Duties include timely and appropriate reporting of Board decisions and actions to members and/or funders and other organizations.

The President serves as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

### **Vice President Duties:**

- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board chair
- Performs presidential responsibilities when the president cannot be
- Participate as a vital part of the board leadership

### Secretary -Treasurer Duties

The Secretary-Treasurer nominees are not required to have previously served on the NAPCRG Board of Directors or on a committee, although previous service to either or both is preferable.

- Attend all board meetings
- Serve on the executive committee
- Chairs the Finance Committee, which provides guidance on finances, investments and the budget of the organization.

### Immediate Past President/Board Chair Duties:

- Chairs board meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion; ◦ arriving at decisions in an orderly, timely and democratic manner; ◦ votes as prescribed in the bylaws.
- Serve on the executive committee
- Carry out special assignments as requested by the board chair
- Participate as a vital part of the board leadership

**Term:** 3-year term - one year as Vice-President, one year as President, one year as Immediate Past President/Board Chair

**Selection/Qualifications:** Presidential nominees are nominated by the Nominations Committee and approved by the Board of Directors. The nominee must be a member in good standing and have demonstrated leadership and experience. Previous board experience is preferred. Nominees for the position of Vice President is limited members who have either served previously or currently serve on the NAPCRG Board of Directors and/or have actively participated on a NAPCRG committee.

### Committee Chairs

In addition to the general responsibilities below, it is preferred that the Committee Chair nominees have knowledge, previous experience serving on the respective Committee, and interest in the subject matter and responsibilities of the Committee.

**Role:** The role of the Committee Chair is to provide general direction and strategic leadership for the committee. Chairs coach and mentor committee members and work closely with the Board and NAPCRG staff to ensure that the goals of the organization and needs of the members are met. Committee chairs may only serve on the committee they are chairing.

### General Responsibilities:

- Meet with the Committee a minimum of three times per year, either in person at the Annual Meeting or via teleconference
- Carry out the specific duties related to the Committee Chair position.
- Recruitment and retention of Committee members.
- Ensure a Vice Chair is selected and approved by the Committee through a majority vote.
- Provide strategic leadership – set the course for the Committee, Committee-related workgroups and subcommittees in conjunction with the organization’s strategic plan.
- Assure follow through on all Committee related initiatives.

Some committee chairs hold a position on the NAPCRG Board of Directors and are required to attend all Board meetings each year either in person or via teleconference. See Board of Directors structure for more information.

**Committee Deliverables:**

- Use Committee time meaningfully. All Committee meeting agendas should reflect the goals that are to be accomplished during the meeting and the meeting should last long enough to accomplish those goals.
- Develop programs and initiatives related to the Committee's mission that support the strategic plan of the organization.
- Make recommendations to the Board of Directors.
- Submit a minimum of two Committee reports to the Board of Directors each year.

**Term:** Two-year term, eligible for one consecutive reappointment.

**Selection:** Committee Chairs are part of the open call for nominations process. Nominees are reviewed by the Nominations Committee and selected to be approved or voted on by the Board of Directors. The nominees must be members in good standing and have demonstrated leadership and experience. Previous service as a committee Vice Chair or Committee membership is preferred.

**Diversity:** Each Committee and Committee Chair will adhere strictly to the NAPCRG Diversity Statement: *"The North American Primary Care Research Group seeks to promote the participation of a diverse membership in its leadership, meetings and programs, research, employment, and all of its other endeavors. We strive to include all regardless of sex, gender, sexual orientation, age, race, religion, disability, ancestry or national origin."*

**PaCE Patient Representative**

**Role:** The Patient Representatives are expected to inform the Board about issues and trends relevant to patients and members of the community. The Patient Representatives are expected to attend all Board meetings and participate in Committees or other leadership opportunities.

The Patient Representatives are voting members of the Board of Directors.

**Selection/Qualifications:** The Patient Representative positions are part of the open call for nominations process. Nominees are reviewed by the Nominations Committee then selected for approval by the Board of Directors. The nominee must be a member in good standing.

**Term:** Two-year term, eligible for one consecutive reappointment.