



2026-2027 Open Board of Directors Call for Nominations

The NAPCRG Board of Directors is responsible for providing leadership and strategic direction; selecting and evaluating the Executive Director; ensuring financial oversight and legal and ethical integrity; overseeing scientific meetings; supporting membership growth; and enhancing the organization's public standing.

Members of the Board of Directors are required to attend one in-person Board meeting held in conjunction with the NAPCRG Annual Meeting, three virtual Board meetings (February, May/June, and September), and additional conference calls as needed throughout the year. Board members are also required to chair or serve on NAPCRG committees or task forces.

Directors and Officers liability insurance is provided to protect Board members from personal financial liability in the event of a lawsuit.

Any vacancy in an office resulting from death, resignation, removal, or other cause shall be filled by the Board of Directors for the unexpired portion of the term. During the absence or inability of any Officer to act, the President may, by written order, or the Board of Directors may, by written resolution, delegate the powers of that Officer to another Officer or to an employee or agent of NAPCRG.

For the 2026 Call for Nominations (position terms begin in November 2027), the following Board Member positions are open:

- Vice President/President/Immediate Past President (*One-year term for each position, with succession from one role to the next*)
- Secretary/Treasurer
- Chair & Vice Chair, Trainee Committee (*One-year term for each position, with succession from one role to the next*)
- Research Advocacy Co-Chair, US
- Program Committee, Chair
- Program Committee, Vice Chair

All members of the NAPCRG Board of Directors will adhere to NAPCRG's Diversity Statement:

“We recognize current and historical inequities in research, including inequities in populations and among researchers themselves, that have resulted in disparities in health and well-being. We strive to create a research environment that amplifies the diverse voices of people and communities across all aspects of research, and particularly for those populations and Indigenous peoples who have been -- or continue to be underrepresented. We seek to promote the participation of a diverse membership in NAPCRG leadership, meetings and programs, research, employment and in all its other endeavors. We strive to include all, inclusive of sex, gender, sexual orientation, age, race, religion, disability, ancestry or national origin; and to promote non-violent, rational idea exchange. We commit ourselves to promote primary care research scholarship nationally and internationally.”

Board Member Descriptions

Executive Committee – The Committee is composed of the President, Vice President, Immediate Past President, Secretary-Treasurer, and the Executive Director (ex officio). It meets at the request of the President or Executive Director and is charged with acting on behalf of the Board between Board meetings. All members of the Executive Committee, except for the ex officio member, 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

Immediate Past President Duties:

- Serve on the Executive Committee
- Carry out special assignments as requested by the Board Chair
- Participate as a vital part of the Board leadership

Three-year Term: one year as Vice President, one year as President, and one year as Immediate Past President/Board Chair.

Selection: Presidential nominees are identified by the Governance Committee and approved by the Board of Directors. Nominees must be members in good standing and demonstrate leadership and relevant experience; prior board experience is preferred. Nominees for the Vice President position are limited to members who have previously served or are currently serving on the NAPCRG Board of Directors and/or have actively participated on a NAPCRG committee.

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.

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

Selection: The Secretary/Treasurer is selected through NAPCRG's Call for Nominations. Nominees are reviewed by the Governance Committee and then recommended to the Board of Directors for approval or vote. Nominees must be members in good standing and demonstrate leadership and relevant experience.

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 Committee Chair provides 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 organization's goals and members' needs are met. Committee Chairs may serve only 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.
- Most 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 virtually.

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 selected through NAPCRG's Call for Nominations. Nominees are reviewed by the Governance Committee and then recommended to the Board of Directors for approval or vote. Nominees must be members in good standing and demonstrate leadership and relevant experience; prior service as a Committee Vice Chair or committee member is preferred.

Clinician Representative:

Role: The Clinician Representative is expected to bring community clinician voices to inform the about issues and trends relevant to practicing clinicians and add community clinician perspectives in formulating the primary care research agenda. The Clinician Representative describes their primary role as "clinical practice" (if they also engage in teaching and research, these roles should be described as secondary).

The Clinician Representative is a voting member of the Board of Directors.

Selection: Nominees 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.

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

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: Nominees are reviewed by the PaCE 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.