



ALLIANCE OF INDEPENDENT  
ACADEMIC MEDICAL CENTERS  
*Call for Nominations*  
*Board of Directors*

**Requirements**

Nominees must be employees of a current Alliance member in good standing and in a senior management position at their institution. Board experience with national organizations such as the ACGME, ACCME, AAMC, AHA and others is preferred, as is active involvement in the Alliance. The AIAMC is committed to providing diverse leadership for our membership.

**Recruitment**

Individuals may be nominated by any Alliance member institution, their peers or self-nominated. In order for a candidate to be considered for Board appointment, an application form must be completed by the candidate and submitted by the stated deadline. The candidate's current curriculum vitae must accompany the application form.

All nominees will be reviewed by the AIAMC Nominating Committee and select candidate(s) may be interviewed. Candidate(s) selected by the Nominating Committee will be presented to the entire Board of Directors for approval.

**Responsibilities**

Please refer to attached job description (pages 2 and 3).

## **JOB DESCRIPTION – BOARD DIRECTOR**

The job of the Board of Directors is to advise, govern, oversee, and assist with the leadership and general promotion of the AIAMC so as to ensure the organization meets its mission and serves the needs of its members. Accordingly, Directors shall meet the following job expectations:

### **Governance**

Know about the organization – its mission, strategic plan, programs, policies, operations, finances, challenges and opportunities. Read the bylaws and policies & procedures manual. Complete the new board member orientation program.

Other than in the case of an acknowledged absence, attend all board and committee meetings and participate actively. Come prepared to participate in discussions and make decisions. Review the agenda and any supporting materials prior to the start of the meeting and make notes.

Participate responsibly in board and committee meetings. Respect fellow board members and their time.

Support the decisions of the board. Once a decision has been made, it is the decision of the board. Question in private with the board any concerns regarding board decisions. Refrain from discussions with or before the staff, volunteers and/or in public.

Accept committee assignments and make the most of committee service. Review, deliberate on, and suggest modifications to organizational practices, bylaws, policies and procedures, and functioning as part of the Board's processes.

Accept the non-governance responsibilities that come with service on the board – attend social and other functions sponsored by the organization when scheduling allows, communicate with others about the work of the organization, and show support for the organization when talking with others. Follow all conflict of interest and confidentiality policies of the organization.

### **Finances**

Read and understand the financial reports used by the organization. Know the organization's financial situation. Review the 990 filed by the organization each year.

Allocate funds not only in terms of the dollars but also how the budget will serve to meet the goals of the organization. Understand what decisions are being made as to the operation of the organization when you approve a budget each year. Reassess membership dues on a regular basis as part of the Board's processes.

Adopt policies on board travel, meeting expenses and reimbursements and related issues. Follow the policies and hold other board members to them too.

## **Performance**

Based on the expectations set forth in this policy and in the mission of the organization, assess the performance of the board as a whole and the performance of each board member. Identify areas in need of improvement and acknowledge those things that are going well.

On a regular basis, assess the performance of the organization as a whole. Review the mission, strategic plan and objectives for the years ahead and make adjustments as needed. Coordinate the strategic plan with the budget and ensure that adequate resources are provided to achieve successful results.

## **Staff**

Understand the role of a director and the roles of staff and other volunteers in the governance and operation of the organization.

Respect the senior staff member's position and responsibility to manage the staff. Take up any complaints with the senior staff member. Give recognition and praise to the staff when it is due.

Develop the senior staff member's job description and hire the senior staff member. Review his or her performance at least annually, set compensation and goals that are appropriate for the organization, and remove the senior staff person if necessary.

Ensure that there is a succession plan in place for the senior staff member.

On an annual basis, review and approve the compensation and benefits package for the employees. Ensure that the staff is adequate to perform the work that is needed – have the right people for the right jobs and pay them a competitive wage for their profession and the industry.

## **Leadership**

Participate in the active recruitment, selection and orientation of new board members. Encourage continuing education for all board members and participate in the programs. Serve as a mentor for a new board member after due time.

Help to identify and cultivate new leaders on the board. Participate in the board leadership if possible.

Identify, help recruit, and retain new members, vendor partners, and other organizational resources.





7. In your opinion, what is the greatest challenge currently facing the Alliance of Independent Academic Medical Centers? If appointed to the Board, how would you address this/these issues?
8. Why do you wish to be appointed to the AIAMC Board of Directors?  
(response should be no less than 50 and no more than 250 words)

By signing below, I am indicating my sincere interest in serving on the AIAMC Board of Directors. I have reviewed the responsibilities and believe I am able to fulfill these responsibilities. I understand that terms of office are three years in length, with my potential appointment beginning April 1, 2019.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

*\*If electronic signature is not available, a typed "signature" is acceptable.*

**Please send this completed application form along with an up-to-date curriculum vitae to  
Kimberly Pierce-Boggs, Executive Director,  
by e-mailing [Kimberly@aiamc.org](mailto:Kimberly@aiamc.org) or faxing 888-AIAMC11 (888-242-6211)  
**NO LATER THAN NOVEMBER 15, 2018****

**THANK YOU for your interest in leading the  
Alliance of Independent Academic Medical Centers!**