

The logo for the American Osteopathic Foundation, featuring a stylized sunburst design with the text "American Osteopathic Foundation" overlaid.

American  
**Osteopathic**  
Foundation

## American Osteopathic Foundation

*Mission: To support programs and services that promote osteopathic medicine and enhance patient-centered care.*

2019-2020

Board

Nomination

Information

Guide

## GENERAL INFORMATION

The American Osteopathic Foundation (AOF) is seeking individuals to serve as members of the Board of Directors.

The term of office for the prospective **Board Member(s)** is three years. Members in good standing are eligible to serve a second three-year term for a total of six years.

The term of office for the **New Physician in Practice (NPiP)\*** position is three years. Members in good standing may be eligible to be elected as a board member after the three-year term is complete, should they meet AOF requirements. A NPiP is defined as an osteopathic physician that is 10 years post-graduation and has up to seven years in practice. **NOTE:** Nominations for a NPiP will reopen in 2019; for appointment in 2020.

The term of a **Resident Director** position is two years.

The term of a **Student Director** position is for two years. Student Directors are appointed in concert with Student Affiliates – SOMA and COSGP. All applications should be submitted directly to SOMA or COSGP. **NOTE:** Nominations for a COSGP representative will reopen in 2019; Nominations for a SOMA representative will reopen in 2020.

Director Terms commence January 1<sup>st</sup> and end December 31<sup>st</sup> three (3) years hence; unless otherwise noted above.

Officers of the Foundation (President, Vice President, President Elect, Secretary, Treasurer and Immediate Past President) are elected by the Board of Directors and serve one-year terms.

### Deadline & Required Materials

All 2020 nomination forms must be submitted by **July 31, 2019**. *All application components are to be submitted electronically using the nomination form located on the AOF website.*

## SPECIFIC INFORMATION

### Desired Characteristics for Board Members

The AOF seeks potential candidates with a diverse range of professional and volunteer expertise.

Candidate attributes can include, but are not limited to, previous service on a nonprofit or corporate board, C-suite leadership, functional expertise (legal, accounting, marketing, health-care, technology, etc.), fundraising experience, community service and most importantly, the desire to ensure the future of the Foundation and a strong belief in and commitment to the osteopathic profession.

### **Board of Directors’ Service Commitment**

The following guideline demonstrates the time commitment required to serve on the AOF Board of Directors. The actual time will vary based meeting locations and the scope of work in any given year.

#### **2020 Meetings of the Board: (Tentative Schedule)**

January TBD	60 Mins	<b>Conference Call</b> / Welcome New Board Members / Review Annual Goals & Objectives / COI Forms / Approval of Pending Grants
April/May	1 ½ Days	In-Person / Training / 990 & FY19 Financials/ Strategic Plan / Grant Review / Policy Approval / <b>Location TBD</b>
July TBD	½ Day	In Person / Strategic Plan Review / Mid-Year Financials / Grant Approval / Policy Approval / <b>Chicago, IL</b>
Oct 16 & 17	1 ½ Days	In-Person / Honors Gala / Strategic Review / 3Q Financials / 2020 Board Member Elections / Grant Approval / Policy Approval / <b>Austin, TX</b>
December TBD	90 Mins	<b>Conference Call</b> / FY20 Budget Review and Approval / Approval of Pending Grants / Additional Year End Business

The time estimates for face-to-face Board meetings do not include travel time, which can vary based on the Board member’s location and the location of the meeting.

Board members can expect to spend 2+ hours reviewing materials prior to a board meeting. Board packets are sent electronically and are available via the AOF’s designated board portal in advance of each meeting.

## **Additional Board Work & Committee Assignments**

In between meetings directors are sent regular updates and other information on the work of the AOF. Board members are also asked to respond to emerging issues via email and/or a phone call. Board members may occasionally be asked to represent the AOF at various meetings and functions. All Board members are required to serve on 1-2 Board committees a year, as designated by the President. These committees oversee specific goals of the Foundation's strategic plan. AOF's standing committees currently include: Finance, Development, Programs Scholarships and Grants Committee, and Marketing. Standing Committees are Chaired by an Officer.

AOF's ad-hoc committees currently include: Events, Scholarships & Awards Review Committee; Grants and Outreach. Ad-Hoc Committees may recruit non-board members to serve as non-voting members.

Committee meetings generally occur every other month, for an hour, by conference call.

## **Expenses**

Foundation Board members receive no compensation for their services, but may be reimbursed for travel and lodging expenses associated with Foundation business, pursuant to AOF's travel reimbursement policy.

## **Board Member Responsibilities**

Each director shall be committed to carrying out the mission and vision of the Foundation and shall also be committed to the duties and responsibilities of said membership on the Board, which include, but are not limited to:

1. Understand the AOF's mission, vision, services, policies and programs.
2. Assist the Board in carrying out its fiduciary responsibilities.
3. Participate financially through an annual leadership gift of at least \$1,000; and strive to reach an **annual** "give or get" goal of \$5,000.
4. Build awareness of, and raise funds for, the Foundation.
5. Serve on committees and be willing to take on special assignments as appointed by the President and/or the Board.
6. Be an ambassador for the AOF and the osteopathic profession.
7. Abide by all AOF policies and procedures.
8. Participate in, and take responsibility for, making decisions on issues, policies, and other Board matters.
9. Abide by the Standards of Conduct: *Duty of Care, Duty of Loyalty, and Duty of Obedience*.
10. Work in good faith with staff and other Board members as partners toward achievement of Foundation goals.

**The AOF will be responsible to Board members in the following ways:**

1. Directors will be sent quarterly financial reports and an update of organizational activities that allow the director to meet the “prudent person” section of the law.
2. Opportunities will be offered to directors to discuss with the CEO and the President the organization’s programs, goals, activities, and status; they may also request such opportunities.
3. The organization will help directors perform their duties by keeping them informed about issues in the industry and field in which the Foundation is working, and by offering opportunities for professional development as a Board member.

**Candidate Selection**

The AOF Governance Committee will review all nominations received through July and select individuals to fill the available seats on the Board. Those individuals will then be proposed to the full Board for official election in October, 2018.

**Notification of Selection**

Nominees will be informed of the AOF’s Board decision by December 18, 2019.

**Questions**

Please contact Rita Forden, CEO at [rforden@aof.org](mailto:rforden@aof.org) or (312) 202-8235.

*On behalf of the American Osteopathic Foundation, thank you for your interest in serving the Osteopathic Profession.*

