

Mission

Lead innovation in population health
and prevention education.

Vision

Population health and prevention are integral parts of
every health professional's education.

TOP RESPONSIBILITIES OF THE BOARD

1. Determine the organization's mission and purpose.

It is the responsibility of the Board to define and continuously review a mission statement and purpose that articulates the organization's goals, means, and primary constituents served.

2. Ensure effective strategic planning and define desired outcomes.

It is the responsibility of the Board to actively participate in an overall planning process and assist in implementing and monitoring the plan's goals. Board members are called upon to ensure effective organization planning and to continuously engage in information-driven dialogue, deliberation and decision making about the core values; relevance; and strategic position of the organization.

3. Ensure adequate resources

It is the responsibility of the Board to provide adequate resources for the organization to fulfill its mission. An organization can only be effective if it has the necessary resources to meet its purposes. This is first and foremost a Board responsibility. The performance of the organization is ultimately linked to the Board's ability to influence grantors and potential financial partners.

4. Determine, monitor, and strengthen the programs and services.

It is the responsibility of the Board to determine which programs are consistent with the organization's mission and to monitor their effectiveness. Given the Board's limited resources, the board must constantly evaluate whether current and proposed programs and services are consistent with the organization's mission and purpose.

5. Provide proper financial oversight

It is the responsibility of the Board to assist in developing the annual budget and ensure that proper financial controls are in place.

6. Ensure legal and ethical integrity and maintain accountability

It is the responsibility of the Board to ultimately ensure adherence to legal standards and ethical norms.

7. Recruit and orient new board members and assess board performance

It is the responsibility of the Board to orient new members and periodically, and comprehensively, evaluate its own performance. Serving on the Board requires commitment, initiative, energy, and time but is also enormously gratifying and a powerful way to shape your own professional development and to contribute to this professional community.

8. Enhance the organization's public standing

It is the responsibility of the Board to clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community. Board members serve as APTR ambassadors, advocates, and community representatives to government leaders and agencies, current and potential funding sources and even, on occasion, the media.

REQUIREMENTS OF EACH BOARD MEMBER

1. Be Present

It is a requirement that you attend all Board meetings as schedule permits, committee meetings and functions, such as special events.

2. Be Informed

It is required that you be informed about the organization's mission, services, policies, and programs.

3. Be Prepared

It is required that you review agenda and supporting materials prior to board and committee meetings.

4. Be Available

It is required that you be prepared to serve on committees or task forces, if needed, and offer to take on special assignments.

5. Be Informative

It is required that you inform others about the organization.

6. Be Supportive

Suggest possible nominees to the board, or committees, who can make significant contributions to the work of the board and the organization.

7. Avoid Conflict

It is required that you follow conflict of interest and confidentiality policies.

BOARD POLICIES

ATTENDANCE POLICY FOR BOARD MEETINGS

- All Board Members are expected to attend the Board of Directors bi-annual meetings.
- Any officer or member-at-large who fails to attend three (3) consecutive meetings of the Board of Directors indicates inability or unwillingness to fulfill the duties of office.

TERMS OF SERVICE

Three Board Members are elected annually to serve three (3) year terms. Newly elected Board members assume their duties at the conclusion of the spring Board of Directors meeting.

MEMBERSHIP REQUIREMENTS

Board Members must be either an individual, retired or emeritus member or the designated liaison of an Institutional member.

MEETINGS

The Board of Directors meets bi-annually—in the spring, in conjunction with Teaching Prevention, the APTR annual meeting, and in the fall. Additional conference calls also occur. An additional in-person meeting may occur on an as-needed basis, usually in the summer. Meetings of the Board shall be open to any member of the Association.

Board members are expected to attend the APTR annual meeting and participate in other meetings of the board by phone. APTR Board member institutions are expected to support the travel expenses to attend Teaching Prevention, the APTR annual meeting.

Executive sessions may be held to discuss matters affecting personal or institutional privacy. The Board may exclude any or all of its nonvoting members from an executive session upon a majority vote to do so.

ORIENTATION

All new Board members are *required* to review all orientation materials. A complete overview of the Association, its projects, and budgets are reviewed.

Although a newly elected Board members term begins immediately following the spring meeting, they are invited and encouraged to attend the spring meeting of the Board as an observer. This provides new Board members the opportunity to become familiar with operating procedures and to meet the other members.
