**Board of Trustees**

 As duly elected leaders of MDHA, the board of trustees shall:

* be the managing body of this association, vested with the power to conduct all business of this association, subject only to the bylaws of this association, and the mandates of the membership.
* be composed of the officers of this association and six (6) elected trustees, all with voting privileges, with the intent of each component (Joplin, Springfield, Kansas City, Central, St. Louis, and Southeast).
* have an understanding of the fiduciary role of board members (care, loyalty and obedience)
* act in a professional, ethical manner.
* work to obtain the MDHA Universal Skill Sets.
* reveal conflicts of interest.
* have the power to establish interim policies when such policies are essential to the management of this association.
* approve all council and committee appointments.
* have the power to fill vacancies in the offices of vice president, secretary, treasurer, delegate or alternate delegate until the next annual session meeting of the association.
* have the power to nominate candidates for honorary and life membership in this association.
* assist in making arrangements for the annual session meeting and any other scientific or educational session of this association.
* review the annual reports of officers, councils and committees of this association and make recommendations based on such reports to the general membership.
* ensure that an annual report of this association is given for the general membership during Annual Session.
* have the power to approve, amend or revoke the bylaws of incorporated components.
* review and formulate recommendations on ADHA annual reports and resolutions.
* serve as a chairperson or member of a council or committee.
* review the strategic plan at each board meeting and use that plan as a guide for decision making.
* be covered by directors’ and officers’ liability insurance.
* ensure association coverage with liability insurance.
* include two trustees as presidential appointed members of the Executive Committee.

**MDHA Board of Trustee Member Position Description**

**Position:** A board of trustee member works as part of the managing and interim decision-making body of the Association vested with the power to conduct all business according to the bylaws, and is responsible to the members to follow federal and state laws related to non-profit organizations.

 **Reports to**: MDHA President

 **Overview of the Position:**

* Leads the Association in meeting its mission to create and obtain the goals outlined in the strategic plan.
* Has the responsibility of upholding the MDHA bylaws and policies and making decisions in the best interests of members.

 **According to the MDHA Bylaws, the MDHA Board of Trustee members shall:**

* manage, have supervision, control and direction of the Association
* determine its business policies, actively promote its purposes, and shall have discretion in the disbursement of its funds
* act on behalf of the members between sessions of the General Assembly to establish interim policy
* adopt rules in order to conduct its business and may appoint such agents as it may consider necessary
* provide reports to the General Assembly to inform members of its actions

 **Additional Duties of the Position based on MDHA Procedures:**

* follow the fiduciary role of board members (duties of care, loyalty and obedience).
* approve all council, committee and vacancy appointments
* review the interim/annual reports of officers, councils and committees and make recommendations based on such reports to the general membership
* serve as a chairperson or member of a council or committee
* help assist with planning MDHA Annual Session

 **What You Will Need to Serve Effectively (Qualifications):**

* Be a professional MDHA member.
* Learn about non-profit governance.
* Read all reports and be able to give your opinion verbally on issues discussed by the board.
* Regularly check your e-mail, basecamp and other sources of MDHA communication.
* Be available to attend all board meetings.
* Ask questions before and during board meetings to make appropriate decisions.
* Have a knowledge of MDHA policies and procedures
* Learn how to attend and conduct online meetings.
* Develop effective communication skills.
* Work on the MDHA Universal Skill Sets.
* Reveal any conflicts of interest.

**Time Commitment:** Two years

* Prepare and attend all BOT meetings and the strategic planning session
* Normally there are three regular meetings of the board of trustees
* Special meetings may be called based on need
* Usually half of the meetings are conducted online
* Serve either on a council or committee

Two board members shall be appointed to serve on the MDHA Executive Committee