



## EXPECTATIONS OF THE TRUSTEE

As a trustee of the AAFP Foundation Board, you hold a very special position of responsibility. You have been asked to serve on the AAFP Foundation Board because of your leadership qualities, your dedication to the specialty of family medicine and your desire to support the mission and objectives of the AAFP Foundation.

In addition to the responsibilities listed for the Foundation Board as a whole, each trustee is expected to:

- Regularly attend board meetings. You were selected as a board member because of the skills you bring to the AAFP Foundation. (When you don't attend a meeting, the other members of the board cannot hear your perspective. In addition, you can be legally liable for actions taken by the board even though you were absent from the meeting.)

Board meetings are traditionally held twice a year and are approximately three days in length. Agenda packets are made available to you in advance of the meeting. Prepare for the meeting by reviewing the packet beforehand, contacting the Executive Director with questions prior to the meeting and reading the previous meeting's minutes carefully.

- Make a personal commitment to the goals and objectives of the organization and the purpose of the fundraising/development program. It is expected that each board member must, at least, do the following:
  - Make a personal contribution to the Foundation to the best of your ability
  - Assist with fundraising by providing the AAFP Foundation with at least five contacts from foundations, corporations and individual donors
  - Be active in the development role of the board
  - Attend fundraising events
  - Help raise funds through the strategies identified in the fundraising plan
- Serve actively on at least three committees
- Stay informed on the progress of the Foundation in all program areas and thoroughly understand the Foundation's mission and objectives
- Elect effective, dedicated officers annually to serve on the Foundation's Board
- Support the officers and the Executive Director in their board responsibilities

- Maintain a teamwork approach with other board members
- Ensure that you and the board as a whole are in control of planning and evaluation
- Evaluate how you or your firm/practice might be able to assist the AAFP Foundation in accomplishing its goals
- Voice your expertise in decisions being made
- Thoroughly understand the By-Laws of the AAFP Foundation
- Bring visibility to the Foundation in your community and state and with your constituencies whenever possible

**YOU are the AAFP Foundation's most important advocate!**