

American Association of Birth Centers
Board of Directors Position Description
ALTERNATE DIRECTOR

A board member's overarching obligation is to provide expertise in support of the mission of AABC:

“...to promote and support freestanding birth centers and alongside midwifery units in all communities to achieve a high-value model of evidence-based care that is equitable, safe, and respectful.”

The Board's Responsibilities:

- Perform general governance, set goals and strategic plans in accordance with the AABC mission, purpose, bylaws, and administrative regulations.
- Support the Executive Director.
- Report at annual meetings on matters requiring action by the membership.
- Accept input and direction from membership on matters as requested.
- Comply with applicable federal, state, and local laws.
- Be accountable for financial management of the plan of investments and capital expenditures.
- Adopt the annual budget.
- Authorize contracts and agreements.
- Authorize signing of checks by such persons as deemed appropriate.
- Periodically review the services offered by AABC to ensure it is meeting the needs of birth centers.

As the **ALTERNATE DIRECTOR** of the AABC Board of Directors responsibilities include:

- Serve a term of one (1) year or fulfill the term left in a board vacancy (except for officer position).
As Alternate Director, one does not have voting privileges for motions put before the Board.
- Attend and participate in all AABC Board meetings
 - The AABC Board meets six times each year (February, April, June, August, October and December). Meetings are generally held via video call except the October meeting which is held in conjunction with the AABC Birth Institute. Budget permitting, the April meeting may also be held in-person.
 - Should the April meeting be held in person, AABC will reimburse lodging expenses (double occupancy) and travel expenses (up to \$500 for travel within continental U.S. and \$750 from Alaska and Hawaii).
 - For 2024, the AABC Board has approved providing elected directors with a complimentary registration and a \$500 travel stipend to attend the AABC Birth Institute in Minneapolis (November 7-10).

- All other travel expenses are the financial responsibility of individual Board members.
- Act on behalf of the good of AABC
- Submit documents, reports and other paperwork to the national office in a timely manner
- Adhere to the AABC financial reimbursement guidelines
- Submit budget requests on time and adhere to the budget as approved by the Board
- Demonstrate knowledge of and support for AABC positions and programs when speaking as an AABC Board representative
- Represent the views of the membership to the best of my ability during Board discussions and to vote in a manner that reflects my conscience and the collective good of the organization
- Comply with AABC's conflict of interest policy
- Actively use AABC's online community (community.birthcenters.org) and email for communication with the executive director and other board members.
- Actively participate on AABC committees, and serve as chair if requested
- You may be asked to serve a 1 year term as an Officer (VP, Secretary, Treasurer)
- Provide direction and leadership for and among committees.
- Maintain active membership in the Association
- Offer my resignation if circumstances occur that prevent me from fulfilling my obligations to the Board

AABC ORGANIZATIONAL CHART

