

American Association of Birth Centers

Board of Directors Position Description

President-Elect / President

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.

Serve one year as **PRESIDENT-ELECT** when duties and responsibilities include:

1. Mentored by the president
2. Member of the Executive Committee (which also serves as the Awards Committee)
3. Advise the executive director
4. Represent the Association at the national level.
5. Review correspondence of the Association.
6. Review monthly financial reports of the Association.
7. Officer liaison to committees as assigned by the executive director.
8. Assumes duties of president in his/her absence.

Serve three years as **PRESIDENT** when duties and responsibilities include:

1. Appoint committee chairs.
2. Chair the Executive Committee (which also serves as the Awards Committee)
3. Advise the executive director.
4. Write a column for the newsletter - President's Pen. Newsletter published 3/year.

5. Report on the activities of the president for the Board meetings.
6. Represent the Association at the national level.
7. Review correspondence of the Association.
8. Review monthly financial reports of the Association.
9. Run the Board Meetings and Business Meetings.
10. Welcome participants to the AABC Birth Institute (annual conference)
11. Serve on the Board of Trustees of the AABC Foundation
12. Mentor the President-elect

As a member of the AABC Board of Directors responsibilities also include:

- 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.
 - For the April meeting, 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 the October meeting, lodging/travel expenses are the financial responsibility of the individual Board member.
- 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 project management system (Teamwork) and email for communication with the executive director and other board members.
- Actively participate on AABC committees, and serve as chair if requested
- 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

