



## Board Member Job Description

### DUTIES

Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise best judgment while doing so.

Duty of Loyalty — Each board member must put the interests of the organization before personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.

Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

### BOARD MEMBER RESPONSIBILITIES

- Regularly communicate MSMS policy, information, activities, and programs to constituencies, while maintaining fiduciary responsibility, so the director will be recognized as the representative of MSMS.
- Advocate constituents' views and suggestions, particularly those related to implementation of MSMS policy positions, to the appropriate Board leadership and/or staff.
- Serve as an advocate for patients to improve the health of the public.
- Actively recruit new MSMS members and help retain current members.
- Support strategic priorities.
- Share the value of MSMS Subsidiaries' Services and Products to members, as appropriate.
- Be a steward of MSMS resources (money and staff time).
- Partner with management to ensure evolution and future success.
- Cultivate promising leaders for all levels of organized medicine and help them gain leadership positions.
- Ask questions to understand other perspectives.
- Express a point of view but support the collective decision once the Board has voted.
- Attend at least 75 percent of MSMS Board meetings in person and report highlights to constituents.
- Prepare for meetings by reviewing all material.
- Be responsible for materials from meetings missed.
- Attend the House of Delegates and act as a Board advisor.
- Participate in grassroots legislative activity and/or support MDPAC and candidates that support medicine.
- Participate in training and comply with policies regarding conflict of interest, media relations, antitrust, harassment, diversity/microaggression, Board orientation, and any other relevant governance topics.
- Protect the organization from harm.
- Acknowledges potential conflicts of interest when weighing in on an issue

## COMPETENCIES OF AN IDEAL BOARD MEMBER

- Strategic Thinker
- Integrity and Honesty
- Strong Communication Skills including:
  - Active Listening
  - Ability to share clear messages and make complex ideas easy to understand for everyone
- Influencing skills
- Ability to inspire and convince others (advocate)
- Building relationships with constituents
- Solving problems and analyzing issues
- Identifying and developing future leaders
- Communicating constituents' perspectives
- Oriented toward collaboration to achieve organizational mission
- Ability to sets aside individual goals for the broader good of the profession
- Seeks input/support from other organizations (specialty society, PO/PHO/health system, etc.)

## EXPERIENCES OF AN IDEAL BOARD MEMBER

- Experience serving on other professional boards
- Active participation in MSMS; and other professional (specialty) organizations
- Represents a unique professional perspective, including career stage
- Five to seven years of leadership experience in other health care settings
- Past advocacy experience
- Active clinical activity preferred

## SUCCESS METRICS

- Attend 75 percent or greater of Board and Committee meetings, in person
- Personal contributions to MDPAC
- Trend of increased membership
- Facilitate and/or participate in meetings annually with groups within region or designated categories (self-reported)
- Encourage PAC contributions by colleagues (self-reported)



## Designated Director Job Descriptions

### At-Large Physician

A physician serving in this seat on the MSMS Board of Directors is expected to represent physicians who are an individual dues paying member but not actively involved in MSMS. These MSMS members do not want to be involved in committees, leadership, the county medical society or advocacy but expect that MSMS represent physician interests. The physician serving in this seat should bring viewpoints, issues, and suggestions from these members.

### Independent Small Practice Physician

A physician serving in this seat on the MSMS Board of Directors should have a minimum of five years in private practice and is expected to represent physicians who work in an independent small practice to improve the climate of independent practice and explore new opportunities on issues specifically affecting these constituents such as loan forgiveness opportunities, liaison with insurance carriers, etc. The physician serving this seat should bring viewpoints, issues, and suggestions from practices with ten or fewer physicians who are unaffiliated or affiliated with a Physician Organization.

### Physician Leader from Health System

A physician serving in in this seat on the MSMS Board of Directors should hold an executive role in a Health System and is expected to represent health systems and bring viewpoints, issues, and suggestions from their own health system and other health systems in Michigan. They should act in an advisory capacity to MSMS leadership to develop strategies that help frame MSMS offerings to show value to the health systems.

### Physician Organization Leader

A physician serving in this seat on the MSMS Board of Directors should be a current member of a PO actively in practice and is expected to represent Physician Organizations (POs) and be a conduit for PO's and MSMS. The physician serving in this seat works in an advisory capacity and holds quarterly meetings (either in-person or via Zoom) and brings viewpoints, issues, and suggestions from their own PO and other POs in Michigan. They should help frame MSMS offerings to show value to the POs.

#### Physician Serving as a DIO/Representing GME Training

A physician serving in this seat on the MSMS Board of Directors is expected to represent organizations that train physicians. This individual works with statewide GME Directors in an advisory capacity to identify their needs and reach them through collaborative MSMS advocacy efforts. The physician serving in this seat should bring viewpoints, issues, and suggestions from their own training and other training organizations in Michigan. They should help frame MSMS offerings to show value to these organizations.

#### Physician Serving in Government/Public Health Role

A physician serving in this seat on the MSMS Board of Directors is expected to represent public health organizations or offer advice to MSMS on governmental activities.

**Legislative:** The physician serving in this seat previously held a governmental role and will work with the MSMS Government Relations Department in an advisory capacity regarding matters of advocacy to State and Federal legislators.

**Public Health:** The physician serving in this seat should have a minimum of five years of experience in Public Health/Population Management as a public health official, they will provide information about public health concerns to the administration, and offer suggestions on ways MSMS can help. They should help frame MSMS public health policy.

Each of the Designated Directors will provide an update at a MSMS Board meeting.