



# Association of Professors of Gynecology and Obstetrics

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## Development Committee Member Job Description

### Individual Member Responsibilities

As a member of the APGO Development Committee you are entrusted with individual responsibilities as part of your appointment. The obligations of service are considerable and extend beyond the basic expectations of attending meetings, participating in fundraising initiatives and making monetary contributions. Development Committee members are expected to meet higher standards of personal and professional conduct on behalf of APGO and their organizations than those expected of other volunteers.

### Expectations

- Know APGO's mission, purposes, goals, policies, programs, services, strengths and needs, including familiarity with the APGO website and your individual member portal
- Commit to serving APGO's mission, purposes, goals, policies, programs, services, strengths and needs when participating in APGO activities
- Maintain active APGO individual membership for the duration of service
- Actively assist in and implement APGO's fundraising activities
- Perform duties responsibly and conform to a level of competence as expected
- Recruit possible committee members from a diverse background who are clearly individuals of demonstrated achievement and distinction with leadership experience who can make significant contributions to the work of the committee and the organization's progress
- Serve in leadership positions and undertake special assignments willingly and enthusiastically (usually 1 – 2 assignments per year)
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures. Any matters of potential significance should be called to the attention of the executive director or an officer, as appropriate.
- Follow trends in the field of medical education
- Bring goodwill, collegiality, openness to diverse opinions, a collaborative spirit, and a sense of humor to the committee's deliberations

### Confidentiality

No member of the Development Committee shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of APGO, and each member of the Development Committee will uphold the strict confidentiality of all meetings and other deliberations and communications of the Development Committee. Violation of this confidentiality policy is a violation of a fiduciary duty and may have legal consequences. It will also have practical consequences, such as

loss of trust by the other members of the Development Committee, Executive Committee and Board of Directors.

Members will be required to sign confidentiality and conflict of interest agreements annually.

### **Meetings**

- Actively participate in committee meetings, having reviewed the agenda and materials in advance
- Ask timely and substantive questions at committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Development Committee and Board of Directors
- Suggest agenda items periodically for committee meetings to ensure that significant, policy-related matters and innovative ideas are addressed

### **Relationship with Staff**

- Work collegially with designated APGO staff on Development Committee matters
- Avoid asking for special favors of the staff, including requests for extensive information, without at least prior consultation with the executive director, deputy director or appropriate committee chair

### **Avoiding Conflicts**

- Serve the organization as a whole, rather than any special interest group or constituency, avoiding any perception that you “represent” anything except APGO’s best interests
- Avoid any appearance of a conflict of interest that might negatively impact the Development Committee or the organization, and disclose any possible conflicts to the Development Committee chair in a timely manner
- Maintain independence and objectivity and act with fairness, ethics and personal integrity, even though not necessarily obliged to do so by law, regulation or custom
- Never accept (or offer) favors or personal gifts from or to anyone who does business with the organization

### **Fiduciary Responsibilities**

- Exercise prudence in the control of and recommendations for allocation of funds and resources for APGO programs and projects
- Faithfully read and understand the organization’s financial statements and help the Development Committee fulfill its fiduciary responsibility

### **Fundraising**

- Make an annual contribution to the APGO Board Designated Fund. This is separate from any other fundraising campaigns of the association. The recommended minimum annual contribution is \$1,000.
- Actively assist in the organization’s fundraising activities by contributing personally and soliciting funds from other members, colleagues and stakeholders in ob-gyn education (corporations, individuals and foundations); Provide your best effort to achieve fundraising goals and meet agreed upon individual member assignment fundraising responsibilities

- Actively implement fundraising strategies through personal influence with others (corporations, individuals, academic health systems, and foundations); make recommendations and introductions where possible

### **Time Commitment**

Development Committee members are expected to attend the annual committee meeting in conjunction with the CREOG & APGO Annual Meeting (February or March) and the annual interim committee meeting (usually the 3<sup>rd</sup> or 4<sup>th</sup> weekend in August).

In addition, committee members are expected to attend and actively participate in APGO Corporate Liaison Council meetings held in conjunction with the CREOG & APGO Annual Meeting and during the annual interim committee meetings in August.

Committee members are encouraged to support the annual Faculty Development Seminars and CREOG & APGO Annual Meetings by attending.

Recurrent absences from and/or non-participation in meetings and/or conference calls as well as missing assigned deadlines without active communication with APGO staff liaison may constitute grounds for dismissal at the discretion of the committee chair and APGO president. It is expected that Development Committee members will attend **all** committee meetings; however, at a minimum, members **must** attend three meetings every two years, or risk dismissal at the discretion of the committee chair and APGO president.

Development Committee members should expect to devote approximately 7 – 10 days per year on committee and/or APGO business.

### **Expenses**

Development Committee members are expected to attend the committee and Corporate Liaison Council meetings in conjunction with the CREOG & APGO Annual Meeting at their own expense. The costs for attending the interim Development Committee and Corporate Liaison Council meetings in August are covered by APGO. Restrictions apply. Development Committee Travel policies will be provided with appointment letters.

### **Qualifications**

- Demonstrated experience in fundraising, implementation of fundraising strategies and department or project funding management is essential
- Experience with and/or understanding of current APGO programs and projects, particularly those that are grant-funded, and the APGO Corporate Liaison Council
- Active participation in APGO meetings, programs and activities
- Demonstrated educational leadership and/or high level administrative experience
- Commitment to medical education and APGO's mission