



American Board of Ophthalmology®

ADVANCING EXCELLENCE IN EYE CARE

Board Director Roles and Responsibilities

Qualifications

- Prior service with the ABO
- Professionalism
- Skills relevant to the needs of the Board
- Clinically active

One or two non-physician Directors serve as advocates for the public with particular sensitivity to the need for high quality care delivered by competent board-certified ophthalmologists.

The Board appoints Directors from as wide an age, ethnic, gender, geographic, and practice setting as possible.

Characteristics

A Director of the American Board of Ophthalmology should:

1. Have an impeccable reputation for ethical behavior, integrity, and competence.
2. Be recognized nationally for his/her accomplishments.
3. Be current and participating in Continuing Certification.
4. Be a diligent worker who meets commitments promptly.
5. Be collegial and work harmoniously with others.
6. Have an open mind and be able to consider opposing points of view fairly and respectfully.
7. Support and advocate for the mission of the Board. Contribute to the ABO through public speaking, writing for the newsletter and website, and other activities.
8. Have knowledge of and experience with educational testing and the certification process.
9. Have the necessary writing, administrative, and organizational skills to successfully complete tasks likely to be assigned.
10. Be unencumbered by conflicts of interest (or be willing to eliminate existing conflicts of interest before joining the ABO Board of Directors).
11. Be representative of and sympathetic to the broad community of ophthalmologists.
12. Put the interests of the public and the profession ahead of her or his personal interests.
13. Understand and model key leadership attributes, including servant leadership.

General Responsibilities

Directorship requires a strong commitment to the mission and principles of the Board. The Board depends on Directors devoting sufficient time and energy to the responsibilities assigned to them. Physician Directors contribute to the ABO's initial and continuous certification processes in a variety of ways, including but not limited to serving as subject matter experts; developing quality, safety, and performance improvement assessments; and assisting in the administration of ABO examinations.

A Board Director must be willing to commit to the following:

1. Attendance at in-person and virtual meetings that historically have amounted to at least 15 days of meeting time annually, including evenings and weekends. Additionally, Directors may be asked to represent the Board at regional or national meetings.
2. Willingness to accept multiple Board responsibilities and to fulfill commitments in a timely manner.
3. Willingness to become knowledgeable about the methodologies of skills and competency assessment, quality and safety measures and processes, adult learning modalities, the effects of new technology on the patient-physician relationship, and other relevant subjects.
4. Agreement to refrain from promoting, or permitting others to promote, his/her participation in commercial or educational activities (domestic or foreign) under circumstances that exploit, or might be perceived to exploit, his/her familiarity with examinations administered by the ABO or that otherwise might be perceived to compromise the integrity of those examinations or the credential of certification.
5. Willingness to serve a four-year term, followed typically by a second four-year term.

Fiduciary Responsibility

Board members are responsible for the financial accountability of their organization. ABO Directors act as trustees of the organization's assets and must exercise due diligence to ensure that the organization is well-managed and that its financial health remains sound.

As stewards of public trust, ABO Directors must be objective, unselfish, responsible, honest, trustworthy, and efficient. They must exercise reasonable care in all decision-making, without placing the ABO at unnecessary risk.

Although not all Directors are financial experts, each can be a financial inquisitor. It is essential to understand basic financial terminology, be able to read financial statements and judge their soundness, and have the capacity to recognize warning signs that might indicate a change in the overall health of the organization. To fulfill this responsibility, Directors may find the following questions helpful:

- Is our financial plan consistent with our strategic objectives?
- Is our cash flow adequate?
- Do we have sufficient reserves to fulfill our obligations as a not-for-profit organization?
- Are our expenses appropriate?
- Are any specific expense areas rising faster than their sources of income?
- Are we regularly comparing our financial activity with what we have budgeted?
- Do we have the appropriate checks and balances to prevent errors, fraud, and abuse?
- Are the ABO's finances conducted transparently and with integrity?