



## *Sudanese American Medical Association*

### Advisory Board - Roles and Responsibilities

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#### **Objective**

- Recognition and retention of advisors with special skill set examples:
  - generic: event management, strategic planning, fundraising, leadership
  - specific - subject matter expertise: nephrology, craniofacial surgery, operative nursing, etc.)
- Retention of exiting BOD members who want to continue to support SAMA
- Create a pipeline for prospective BOD members for those who are interested and demonstrated alignment with the organization's mission.

#### **Roles & Responsibilities:**

- works in partnership with SAMA's Board of Directors in achieving its stated mission and acts as an ambassador for SAMA in their communities.
- Provide technical expertise to the Board of Directors in achieving the mission of the organization.+
- Serve as advocates for the organization to various communities
- Provide feedback to the organization from the community
- Enhance the organization's public image.

#### **Position Description:**

- Attends all Advisory Board meetings
- **Reports to the Executive Director**
- Commits to participate in SAMA work for one year
- volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Support the organization through attendance at special events and activities

SUDANESE AMERICAN MEDICAL ASSOCIATION

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#### Examples of Roles/Areas of Expertise

- Subject Matter Expertise (e.g. Project ECHO)
- Event management
- Mentorship of SAMA staff and volunteers
- Fundraising

#### Requirements:

- Attestation to abide by SAMA confidentiality and code of conduct policies
- Prior experience working at one of the SAMA committees is preferred
- Commitment of time
- Not a current SAMA BOD member or SAMA staff

#### 2024 Meeting Schedule:

Month	Date	Day of the week	Time	Type	comment
February	2/17/2024	Saturday	9am central	virtual	
May	5/27/2024	Monday	9am central	Hybrid	Following Bushra Ibnauf Award Ceremony in Washington DC
August	8/17/2024	Saturday	9am central	virtual	
November	11/2/2024	Saturday	9am central	virtual	Strategic Planning Meeting
November	11/16/2024	Saturday	9am central	virtual	Strategic Planning Meeting
December	12/29/2024	Saturday	9am central	Hybrid	Following Bushra Ibnauf Award Ceremony in

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#### Recruitment of new advisory board members

1. Advisory board candidates are nominated by the Executive Director
2. Nominations are reviewed and approved by the Board of Directors in November of each year
3. Once the nomination is approved, the advisory board member is asked to complete the online form, which includes attestation of abiding with the code of conduct and confidentiality policies
4. Once completed, the advisory board member is invited to the next advisory board meeting in December

#### Evaluation/Renewal

1. Starting October 2024, and every October thereafter, all advisory board members undergo self and peer evaluation, as part of the organization's annual performance review, on the basis of which they select one of the following options:
  - a. continue on advisory board
  - b. relief from advisory board duty
2. Those who request relief of duty, are then removed from the advisory board
3. If the advisory board member does not respond to the survey, then they are considered to not want to continue in the advisory board and are then removed.

<b>Executive Director</b>	<b>Secretary-General</b>
<b>Mohamed Almahal</b>	<b>Salaheldin Abusin</b>
<i>Mohamed Almahal</i>	<i>Salaheldin Abusin</i>
May 19, 2024	May 21, 2024