



## *Sudanese American Medical Association*

### **Board of Directors - Roles and Responsibilities**

<b>Position Title:</b>	<b>1</b>
<b>Benefits of Being a SAMA BOD member:</b>	<b>1</b>
<b>Length of Term:</b>	<b>1</b>
<b>Responsible to:</b>	<b>1</b>
<b>Requirements</b>	<b>2</b>
<b>BOD Expectations</b>	<b>2</b>
<b>BOD Performance Evaluation</b>	<b>2</b>
<b>Required Disclosures</b>	<b>3</b>
<b>Communication:</b>	<b>3</b>

#### **Position Title:**

Member of the Board of Directors

#### **Benefits of Being a SAMA BOD member:**

- Unique opportunity to make a lasting impact in Sudan
- Develop leadership skills
- Build professional influence
- Tailored professional development opportunities in public speaking, marketing, fundraising and project management

#### **Length of Term:**

2 years - renewable

#### **Responsible to:**

Board of Directors

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## *Sudanese American Medical Association*

### **Requirements**

- Commitment to disclose change of location to outside USA
- Attestation to policies
  - conflict of interest policy
  - Confidentiality
  - Code of conduct
  - Whistleblower

### **BOD Expectations**

- Meeting frequency
  - Monthly for President, Vice President, Secretary General and Treasurer
  - Every 2 months or less or other BOD members
- 4 hours of work per month (or 48 hours per year)
  - We understand that our board members have diverse commitments, so we provide flexibility in when and how monthly time contributions are made. examples of which are:
    - Leading a SAMA Learning programs
      - e.g. organizing a virtual workshop in Dr. Bushra Ibnauf Center for Learning
    - Mentoring SAMA staff and interns
      - e.g. Road to Residency program
    - Recruitment of Subject Matter Experts for SAMA learning programs
    - In-person fundraising for SAMA in their community
    - Organizing local events in their community to engage current donor and recruit new ones

### **BOD Performance Evaluation**

- Towards the end of every calendar year, all BOD members undergo self and peer evaluation, as part of the organization's annual performance review on the basis of which they either:
  - Continue as BOD members
  - Move to advisory board
- If the BOD member does not respond to the survey, they are considered disengaged and they will be relieved from Board responsibilities.



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### **Required Disclosures**

- confidential (won't be shared outside BOD)
  - Mailing address (annual update)
  - Mobile phone number (annual update)
- Shared in website
  - Name
  - City/State
  - Personal Photo

### **Communication:**

- Board\_of\_directors@sama-sd.org is the official mailing list for the BOD
- it is the responsibility of the BOD member to make sure they get the emails
- no other form of communications are acceptable for BOD business

This policy was reviewed and approved by the SAMA Board of Directors during its September 21, 2024 meeting. The Board's approval is documented in the official minutes of the meeting and is effective immediately upon ratification.

*Salaheldin Abusin*

Secretary General

Sudanese American Medical Association Inc

September 28, 2024