



## Board of Directors Job Description

Title: Elected Director  
Location: Remote  
Date Updated: January 2023

### About The Society to Improve Diagnosis in Medicine

The Society to Improve Diagnosis in Medicine (SIDM) catalyzes and leads change to improve diagnosis and eliminate harm from diagnostic errors in partnership with patients, their families, the healthcare community, and every interested stakeholder. Learn more about us at <http://www.improvediagnosis.org>.

### Position Summary

The role of Elected Director serves on the SIDM Board of Directors as a voting member. Responsibilities of an Elected Director include but are not limited to advising the President on appropriate matters, assisting and advising on fundraising initiatives, marketing, public relations, developing policies, procedures, guidelines, and long-range plans for the operation of the Society, overseeing the financial affairs and investments of the Society, and serving as advocates on behalf of the Society with respect to external constituents of the Society. Elected Directors serve a two-year, renewable term.

### Expectations

- Demonstrate a commitment to the well-being and advancement of the Society
- Regularly attend Board and committee meetings
- Participate on at least one committee within the Society Board
- Attend Board related activities and participate in appropriate special events
- Contribute skills, knowledge, and experience when appropriate (e.g. fundraising, advocacy, finance, nonprofit leadership, patient experiences, clinical solutions/technology)
- Avoid conflict of interest
- Focus efforts on the mission of SIDM
- Make a personally significant annual contribution
- Adhere to responsibilities specified in the Bylaws of the Society
- Provide oversight, leadership, and direction to SIDM through the CEO/President
- Participate in hiring and evaluation of CEO
- Participate in the development and implementation of the Strategic Plan
- Exercise fiduciary responsibility by participating in annual budget planning
- Have and exercise any and all powers approved by and provided in the Bylaws of the Society
- Perform other duties as requested and/or assigned by the Board of Directors

Duty of care: Board members are expected to participate in organizational planning and decision-making actively and to make sound and informed judgments.

Duty of loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations and that it remains committed to its established mission.

Interested parties should send a letter of interest and curriculum vitae to SIDM Chief of Staff and Board Relations Lead Tim Browning via e-mail at [tim.browning@improvediagnosis.org](mailto:tim.browning@improvediagnosis.org).