Strong Council,  
Strong Chapter

Onboarding Council Members
Wanda McKnight, CAE  
Tennessee, Maryland, and North Carolina Chapters
Why Onboarding Is Important

• How / why surgeons are elected to serve on the Chapter Executive Council/Board of Directors
  desire to serve
  following a role model
  seen as stepping stone
  peer pressure

• Do they know what they are signing up for?
  Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.
What new Board Members need to know about serving on the Council/Board

- Job description for their position and expectations (ideally this was shared before election)
- Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;
- Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; *not in the best interest of the individual board member* (or any other individual or for-profit entity).
- Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.
Compliant Board Members

Legal Status

• IRS Determination [501(c)(3) or 501(c)(6)]
• Articles of Incorporation
• Recent Form 990 / State-required Annual Reports
• Summary of insurance coverage (Directors’ and Officers’ / General Liability)
Engaged And Effective Board Members

Governance

• Bylaws
• Chapter mission and vision
• List of current Council Members
• Recent financial reports
• Policies: Code of Conduct, Conflict of Interest, Fundraiser, Record Retention, Whistleblower, Financial, etc.
• Contracts, Affiliates, and other ‘partner’ relationships, i.e., Chapter Management, State Committee on Trauma, Quality Collaborative, etc.
Engaged And Effective Board Members

**Other Important Information to Share**

- List of important meeting dates, including upcoming Annual Meeting (send calendar invites)
- Membership statistics
- Any ongoing discussions / initiatives worthy of special mention

**Sharing the Information**

- Webinar / Fact Sheet
- Drop Box or other Document Repository
NORTH CAROLINA CHAPTER FACT SHEET - 2019

• The North Carolina Chapter of the American College of Surgeons (NC-ACS) is incorporated as a 501(c)(6) non-profit association. As such, NC-ACS is federal income tax exempt but not sales tax exempt. Engaging in advocacy initiatives is permitted. Corporate status with the State of North Carolina and IRS Form 990s are filed every year by the Management Team. Copies are provided to the Board of Directors.

• The governing body of NC-ACS is the Board of Directors. Elected members of the Council include the President, President-Elect, Secretary-Treasurer, Secretary-Treasurer-Elect, and three Members-at-Large. Members-at-Large serve three-year terms. Other members of the Board include Governors of the American College of Surgeons (ACS) who reside in the State, Regents, Chairs of the Committees on Trauma, Commission on Cancer, and Standing Committees. One member from each of the specialties of (1) Otolaryngology, (2) Ophthalmology, (3) Neurosurgery, (4) Orthopedics, (5) Obstetrics and Gynecology, (6) General Surgery, (7) Urology, (8) Plastic, (9) Cardio-thoracic, and any surgical specialty. . .
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