



Institute for International Medicine (INMED) Board Member Roles and Responsibilities

- I. Board members have an individual duty to:
 - A. Ensure that the mission of the institution is kept current and is aligned with public purposes.
 - B. Serve as an advocate for international health education and for INMED, helping to raise the profile of both the most vulnerable of this world and INMED.
 - C. Maintain an in-depth understanding of economic trends and social needs within international health, healthcare, government, and service providers and their potential impact of higher education.
 - D. Develop and maintain Board-level policies and priorities of INMED.
 - E. Develop and oversee fiduciarily responsible policies to ensure adequate financial resources to fulfill INMED's mission.
 - F. Respect differing points of view, balance conflicting priorities, and support majority action even when in disagreement.
 - G. Serve in a manner that upholds and comports with the bylaws of INMED.
 - H. Conduct the board's business with the appropriate decorum in an exemplary fashion and with appropriate transparency, adhering to the highest ethical standards and complying with applicable open-meeting and public-records laws.
 - I. Support fundraising and other development efforts and serve as a liaison between INMED, other institutions, the global community, the business community, social and service organizations, and alumni associations.
 - J. Comply with the Board of Director's conflict of interest policy

- II. Board members agree to the following core responsibilities:
 - A. Participate in the development and promotion of the INMED mission statement.
 - B. Select, set the compensation for, evaluate, support, and assess the performance of the President/CEO.
 - C. Review existing academic programs, promote academic excellence, and maintain the quality of programs.
 - D. Promote financial viability via budget and financial oversight, making certain that institutional finances are well managed.
 1. Review and approve:
 - a. Annual financial statements
 - b. Operating budget



- c. Annual audit
- d. INMED investments
- E. Approve human resource policies for faculty and staff.
- F. Engage in board self-study/self-assessment to ensure the effectiveness of the board structure and function.
- G. Participate in the annual strategic planning meeting.
- H. Establish long-term direction through short-term and long-term strategic plans.

III. Time Commitment

While it is recognized that Board Membership is a volunteer position, it is expected that Members will participate in all Board meetings (4 regular meetings per year) and special sessions (e.g. orientations or retreats). Members also lead or serve on a standing committee(s) and may be asked to serve on an ad hoc committee or task force as needed. On average, Members commit a minimum of 10-12 hours per calendar quarter, exclusive of travel. Attendance at INMED institutional commencement exercises, as well as at special events and/or programs at the institution is strongly encouraged.

IV. Standing Committees

- A. Operations Committee: responsible for oversight, guidance, and evaluation of INMED financials, human resources, staffing, and facilities.
- B. Education Committee: responsible for oversight, guidance, and evaluation of curriculum, faculty development, student affairs, evaluation, and program development.
- C. Accreditation and Legal Committee: responsible for all accreditation applications, communication, maintenance, and evaluations. The committee will also provide oversight and guidance on local, state, and federal regulations as well as legal representation and liability protection.