



## **Interested in becoming a SOPHE Board Member?**

### **What you need to know and FAQs!**

**Nominations Year: 2022-2023**

#### **Introduction:**

The operation of SOPHE is the responsibility of the SOPHE Officers and Board of Trustees as outlined in the SOPHE Bylaws.

The elected officers are:

- President-Elect
- Secretary
- Treasurer

The remaining elected trustees are:

- Advocacy & Resolutions
- Annual Meeting
- Communications
- Publications
- Membership & Leadership Development
- Professional Development
- Professional Preparation
- Research
- Strategic Initiatives

#### **Article Vi – Officers and Trustees (Adapted from SOPHE By-Laws)**

##### **Officers**

The Officers of the Board of Trustees shall consist of the President, President-Elect, Secretary, Treasurer and Immediate Past-President. No person may hold more than one office at the same time.

##### **Election of Officers**

The President-Elect, Secretary and Treasurer (and, in certain cases, the President) shall be elected by the Individual Members of SOPHE.

##### **Election of Trustees**

All Trustees will be elected by the Individual Members of SOPHE.

## **Term of Office**

- A. President, President-Elect and Past President. The President, President-Elect and Past President shall each serve for a term of one year, Upon the expiration of their respective terms, the current President shall automatically succeed to the Office of Past President; the President-Elect shall automatically succeed to the Office of President.
- B. Secretary and Treasurer. The Secretary and Treasurer shall each serve a two-year term and shall be elected in alternate years.
- C. Terms for all Trustees shall begin with their installation at SOPHE's annual business meeting and serve for two years, except the Student Trustee, which comes with a one-year term. Half of the Trustees will be elected in alternate years, so that there is never a brand new slate of Trustees.

## **Vacancies**

- A. If there is a vacancy in the Office of President, the President-Elect will automatically fill the vacancy should the President be unable to finish his/her term. The President-Elect shall then serve a full term as President.
- B. A vacancy in any other Office shall be filled by the Board of Trustees only for the unexpired term.

## **Expectations of Service**

- SOPHE Board members must be paid members of National SOPHE at the time of their election and continue through their term of service.
- Attend monthly 90-minute Board meetings via zoom, held on the second Wednesday at 03:00 – 04:30 EST. Officers and Trustees are allowed to miss two meetings/year.
- Attend regular meetings, via Zoom, with members of committees that report to you, according to role descriptions in the SOPHE Procedures Manual.
- Participate, either in person in Washington, DC or via Zoom, Annual half day Board meetings. These meetings are schedule adjacent to the SOPHE Advocacy Summit.
- Attend the All-Member Business Meeting at the SOPHE Annual Meeting.
  - (Note: in person attendance at any above meeting will be at Board Member's personal cost.)
- Be fiducially responsible to SOPHE, which includes donating to SOPHE scholarships and/or other funds.
- Respond to ongoing and regular email communication between Board members and Officers and CEO.
- Regular reporting to their stakeholder groups, inviting feedback and participation in emerging opportunities
- Commit to the mission, vision, and core principles of SOPHE.

### **Additional Responsibilities of All Trustees**

- Determine the organization's mission and purposes.
- Assist with selection and evaluation of SOPHE CEO.
- Ensure effective organizational planning.
- Ensure adequate resources.
- Manage resources effectively.
- Determine, monitor, and strengthen SOPHE's programs and services.
- Enhance SOPHE's public standing.
- Ensure SOPHE's legal and ethical integrity and maintain accountability.
- Recruit and orient new board members and assess board performance.
- Appoint committee chairs/co-chairs for the respective areas and oversee their development, implementation, and evaluation of action plans in support of the SOPHE strategic plan, according to their role descriptions in the SOPHE Procedures Manual.
- Report on the progress/activities of the respective committees to the Board.
- Communicate decisions/discussions of the Board to the respective committee leadership.
- Alerting the SOPHE Treasurer to new resource development opportunities.

### **FAQs: Becoming a SOPHE Board Member**

#### **Is there any financial or other compensation for serving on the Board?**

No, there is no financial or other direct compensation for serving on the SOPHE Board.

#### **Why should I serve as a SOPHE Board Member?**

Good question! There are many reasons for serving on the SOPHE Board, including an opportunity to understand how a nonprofit board functions. You also have an opportunity to create a vision and strategic plan for the organization and for the profession of health promotion and health education. As a Board Trustee, you will gain valuable insight in to how the organization is managed and may consider running for President-Elect one day.

#### **What qualifications do I need to serve on the SOPHE Board?**

In addition to being National SOPHE members when the nominations process commences, other qualifications include demonstrated leadership, commitment, and follow-through; availability; understanding of the priorities and processes of their respective committee(s) and roles, and genuine interest in moving the organization forward.

#### **How are individuals selected to be placed on the ballot?**

Potential members will be identified by the current SOPHE Board, the SOPHE Nominations Committee, and/or through self-nomination.

Interested applicants complete a nomination form, which asks for your vision, purpose for running, previous SOPHE volunteer experience, and your commitment to diversity, equity and inclusion. The SOPHE Nominations Committee reviews entries of all interested individuals and, based on diversity, representation, inclusivity and leadership potential, the final ballot is created.

Note that the final ballot will not have more than two nominees for each position, even if there were more than two interested applicants. The Trustee of Membership, who chairs the Nominations Committee, will contact everyone who submitted a nomination form to let them know of the outcome of the vetting process.