



Public Protection Through Quality Credentials

## GOVERNANCE POLICY MANUAL

### NCCAOM® Volunteer Position Descriptions

**Position Title:** Board of Commissioners Member  
**Date Prepared:** February 2009, **Revised:** Updated March 2018  
**Reviewed:**

#### Position Summary

The Board of Commissioners of the NCCAOM® is the governing body of the organization and is comprised of both Public and Professional members. The Board is the policy-making body and may exercise all the powers and authority granted to the Commission by law.

A Public member is a Commissioner who represents the public interest and neither he/she nor his/her immediate family is an acupuncturist or Oriental medicine professional. There may be up to three Public Members. All other Commissioners are Professional members and must be NCCAOM Diplomates. Each NCCAOM certification program (Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy) is represented on the Board by at least one Professional member. Public members shall be required to certify that they and the members of their immediate families are in compliance with criteria of the National Commission for Certifying Agencies for public members in effect at the time of their appointment to the Board of Commissioners.

Owners or presidents of schools of acupuncture and Oriental medicine may not serve as a Commissioner. Senior administrators or directors of schools of acupuncture and Oriental medicine may serve as a Commissioner. No Commissioner may concurrently serve on a state licensing board or a board of another national organization that directly represents or makes policy regarding the professional practice, education, accreditation, license, or certification of members of the acupuncture or Oriental medicine professions.

All Commissioners must disclose any potential conflicts according to the NCCAOM Conflict of Interest Declaration, annually.

#### Position Responsibilities

Board members have a legal responsibility to comply with all federal and state laws related to 501c6 organizations. On a federal level, Board members must ensure that the tax-exempt purpose of the organization and the assets of the organization are protected. Board members must exercise Duty of Care, Duty of Loyalty and Duty of Obedience with regards to their fiduciary responsibilities. (See Governance policy #4: Board of Commissioners)

1. Board Members must respect the confidentiality of information learned while serving on the Commission.
2. Adhere to NCCAOM's Mission and Core Values;
3. Respect the views and opinions of other Commissioners;
4. Represent NCCAOM and the Board interests;
5. Attend and actively participate in all Board meetings, and notify the CEO or Board Chair of any anticipated absence;
6. Review all materials and documents in advance of any Board or committee meetings and be prepared to actively participate;
7. Actively serve on at least one committee;

## Position Activities

The Commissioners will govern the activities of the organization through functions and responsibilities, including but not limited to, the following:

1. Plan and make decisions relating to policies of the organization.
2. Attend and participate in all Board meetings except under special circumstances.
3. Comply with policies and procedures established by the Board regarding, but not limited to conflict of interest, confidentiality, governance, and public safety.
4. Ensure that all decision-making occurring between Board meetings is consistent with the *Bylaws* and prior policy decisions made by the Board.
5. Monitor financial reporting and all other matters relevant to finances in conjunction with the CEO.
6. Develop a budget in conjunction with the CEO and approving the budget.
7. Maintain Board membership which includes; recognize, nurture and provide opportunity to existing Commissioners to grow and develop as leaders and recruit new Commissioners.
8. Oversee, hire, terminate, discipline and evaluate the CEO.
9. Establish and review *NCCAOM Mission and Core Values*.
10. Collaborate with the CEO to plan which services/programs NCCAOM provides.
11. Evaluate effectiveness and efficiencies of NCCAOM services/programs and operations on a regular basis.
12. Ensure financial viability of NCCAOM.
13. Oversee the process of budget development, approval and review.
14. Oversee properties and investments of NCCAOM.
15. Advocate for NCCAOM's services/programs, which includes awareness that Commissioners are always emissaries of NCCAOM in the community.
16. Determine occasions when NCCAOM could/should take part in coalitions, joint operations, etc.
17. Ensure that organizational and legal structures are adequate and appropriate.
18. Ensure that NCCAOM and its Board meet all applicable legal requirements.
19. Ensure that the Commissioners follow the *NCCAOM Commissioners Code of Ethics and Conduct (Policy 8.00 Commissioners Code of Ethics and Conduct)* is followed.
20. Hear appeals from applicants, candidates or Diplomates as necessary.

## Position Performance Expectations

1. Respect the confidentiality of information learned while serving on a committee and/or taskforce of the NCCAOM.
2. Carry out duties in compliance with governance policies and procedures.
3. Respond promptly to email and telephone requests regarding input on financial and other Board matters.
4. Review all materials in advance and be prepared to participate in Board and Committee teleconferences and meetings.
5. Assist with maintaining and developing governance policies and procedures.
6. Maintain a courteous and respectful attitude toward Commissioners of the Board, fellow committee members, other volunteers, Diplomates, NCCAOM Staff and members of the public.
7. Speak on behalf of the Board in an official capacity only when requested by the Board and promote positive public relations for the NCCAOM.

The above tasks reflect the general duties considered necessary to describe the responsibilities of the position and shall not be considered as a detailed description of all work that may be assigned by committee and/or taskforce of the Board.

**Position Qualifications, knowledge and skills (can include a combination of education, experience, and credentials):**

1. NCCAOM Diplomate or non-professional with prior Board experience.
2. Leadership Skills.
3. Command of written and spoken communication of English.
4. Competence with Microsoft software: Word, Excel and PowerPoint.

NCCAOM offices are located at 2025 M Street NW, Suite 800, Washington, D.C. 20036.

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I have read and reviewed the Volunteer Position Description: Board Member and agree to its contents.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_