



## HOSPICE AND PALLIATIVE CARE ASSOCIATION OF NEW YORK STATE

### Board of Trustees Job Description

#### Responsibilities:

- Attends scheduled Board meetings. Three consecutive absences, unless for extraordinary extenuating circumstances will be followed by a request for resignation;
- Votes on Board resolutions;
- Participates in discussions regarding Association activities, position statements, policies, goals and objectives, and strategic and tactical planning.
- Member of the Association at the highest level is recommended, e.g. Provider, Allied
- Maintains an individual membership in the Association, in addition to provider or allied membership;
- Assists in the recruitment of new members;
- Encourages their staff to become individual members;
- Supports the HPCANYS Annual Conference by attending personally and sending staff;
- Supports all HPCANYS education programs by attending personally when appropriate and sending appropriate staff;
- Advocates on behalf of the Association, including visits and communications with legislators and regulators.
- Participates on at least one Association Committee, Sub-committee, Task Force or Advisory Group.

**Position Title:** Board of Trustees Member

**Volunteer Supervision:** Chairman

**Staff Consultant:** President & CEO

**Length of Commitment:** Usually 3 years per term, with a maximum of two terms

**Time Involvement:** 32 hours – 4 - 6 meetings per year  
12 hours – conversations with staff consultants  
12 hours – reading/preparation/follow up  
56 hours – Total estimated time

#### Qualifications:

- Leader within the hospice and palliative care community;
- Knowledgeable of research, trends, and developments in palliative and hospice care; and;
- Demonstrated commitment to hospice and its mission.
- Fund Development: assist with fundraising

*Accepted and approved by the HPCANYS Board of Trustees, January 29, 2003*