



## **NAMA Board of Directors Job Description**

**Effective Date: March 11, 2009**

### **PURPOSE OR MISSION**

To provide support, direction and coordination of all efforts of the National Ayurvedic Medical Association to meet the organization's mission by creating and implementing a dynamic strategic plan to ensure the professional growth and success of Ayurveda.

### **KEY RESULT AREAS (KRA'S)**

#### **1: ORGANIZATIONAL LEADERSHIP**

*As the organization requires the input of ideas and the direction for on-going operation, each Director will responsibly contribute to the efforts of the organization.*

*This KRA will be well done when:*

1. The Director acts independently from existing and potential conflicts of interest when contributing to the planning, operation, and growth of NAMA.
2. The Director assures that he/she speaks cautiously when queried about issues, plans or actions of the organization; making clear that any response is as an individual and not on behalf of the organization unless specifically endorsed to do so at a regular or special meeting of the Board.
3. The Director in no way encumbers NAMA, for time or resources, unless authorized through a duly approved motion at a regular or special meeting of the Board.

#### **2: BOARD MEETINGS**

*Since the members of the Board effectively serve as the working entity for the organization, attending meetings for planning, directing, and coordinating organization activities will be essential.*

*This KRA will be well done when:*

1. The Director attends all regular meetings of the Board, whether in person or by conference call, in accordance with Section 4.09(A)(4) of the NAMA By-laws.
2. The Director attends all special meetings of the Board; i.e., the annual Board Retreat, post-conference meeting, or other duly noticed meeting.

3. The Director actively and responsibly participates in any and all meetings by preparing adequately, providing appropriate input to discussions, and respectfully submitting ideas for consideration.
4. The Director clearly understands the purpose of every meeting and seeks to take all necessary actions to assure the outcome(s) of all meetings supports the organization's mission and goals.

### **3. CONTRIBUTION OF TIME AND EFFORT**

*In the leadership role for organization, a definite and considered commitment of time and effort will be required consistently throughout the term as Director.*

*This KRA will be well done when:*

1. The Director devotes a minimum of 8 to 10 hours per month to assure the work of the organization, as defined through strategic planning, is accomplished.
2. The Director uses the time he/she has committed to attend Board meetings; participate on at least one active NAMA committee; keeping abreast of all committee activity through the review of each committee's minutes; and, responds with/to any questions or issues from the various committee chairs and/or the Board Officers.
3. The Director accepts and completes in a timely manner assignments from the committee or the Board at large.
4. The Director does NOT count hours spent in individual actions that are not specifically sanctioned or assigned within a committee or the Board as part of the hours in #1 above.

### **4: BUILDING WORKING RELATIONSHIPS**

*As the make-up of the Board will change due to annual elections and/or necessary filling of vacancies, an on-going effort will be required to assure positive working relationships exist amongst Board members to facilitate the implementation of the organization's plans.*

*This KRA will be well done when:*

1. The Director makes efforts to get to know other Board and committee members through one-on-one conversations and taking opportunities to attend related functions whenever possible.
2. The Director respectfully listens to others during meetings; succinctly presents his/her positions and ideas; and if consensus cannot be reached, agrees to disagree so that the group may move forward according to Robert's Rules of Order and as specified in the By-laws.

### **5: FUNDRAISING AND SPONSORSHIP DEVELOPMENT:**

Board members are expected to actively participate in the association's fundraising efforts, including securing sponsorship funds. This may involve identifying potential sponsors, leveraging personal and professional networks, assisting in outreach, and following up with

prospective sponsors to support the organization’s programs, events, and initiatives. Board members should collaborate with staff and committees to help meet annual sponsorship and fundraising goals.

**REPORTS TO**

*The full Board as a group of peers.*

**COMPENSATION TYPE**

*The tasks and responsibilities identified in this document and according to Section 4.06 of the NAMA Bylaws will define the issue of compensation for any Director.*

**SKILL SET REQUIREMENTS**

	<b>Required</b>	<b>Desired</b>
<b>Education:</b>	<i>Non-specific</i>	<p>Completion of the first year of Ayurvedic education at a recognized institution</p> <p>Completion of an Ayurvedic program and acceptance as a practitioner member (50% of Board is required to be practitioner members)</p>
<b>Experience:</b>	<i>Non-specific</i>	<p>A breadth of experience within the Ayurvedic community</p> <p>A breadth of experience in areas outside of the Ayurvedic community</p> <p>Participation in and/or independent creation of programs, organizations, or companies</p> <p>Work with a volunteer organization</p> <p>Participation in strategic planning</p>
<b>Skills &amp; Attitudes:</b>	<p>Organizational management skills</p> <p>Leadership capabilities</p> <p>Willingness to participate in/attend other organizations’ conferences to represent NAMA</p>	<p>Administrative capabilities; e.g. accounting, office/program management, database management, operations, legal expertise, regulatory expertise, etc.</p> <p>Computer literacy</p> <p>Excellent writing and verbal communication</p>
<b>Prior NAMA Involvement</b>	NAMA Membership, at any individual level, for at least one year	Active participation as a volunteer for NAMA for six months or more

## SKILL SET REQUIREMENTS

	Required	Desired

## POST ELECTION CONDITIONS/TRAINING/REQUIREMENTS

Within one month after being elected as a new Director, an orientation will be held in-person or telephonically to provide all necessary documents and discussion to support a clear understanding of how the Board functions, what is expected of Directors and what is currently under consideration by the Board. The orientation will be conducted by the Executive Committee.