

JOB DESCRIPTION

TITLE: NBCE Board Member – District Director (5 seats)
NBCE Board Member – At Large Director (4 seats)
NBCE Board Member – FCLB Appointed Director (2 seats)
REPORTS TO: President of the Board
TERM: Various Terms
DATE: June 2021

GENERAL PURPOSE:

Board members collectively set the broad policies and goals of the non-profit National Board of Chiropractic Examiners (NBCE) organization, monitor the development and administration of high quality, legally defensible examinations for the chiropractic community, authorize the Chief Executive Officer to implement this in the day-to-day management of the NBCE, and oversee the performance of the Chief Executive Officer. Specifically, the Board approves the annual budget; monitors the overall financial health of the NBCE and reviews annual reports of an auditor.

Individual Board members serve on committees or as Board officers. Board members are responsible for knowing and fulfilling their proper role as Board members and to act in the best interest of the mission of the NBCE. Members act as a voting member of the Board with full authority and responsibility to uphold the NBCE's mission, and policies, to monitor the NBCE's, programs and overall performance; and to provide the Chief Executive Officer with the resources to meet the goals as established by the Board.

ESSENTIAL DUTIES / RESPONSIBILITIES

This position requires working with a variety of personalities and maintaining a professional relationship with each. Specific responsibilities include working with other NBCE Board members, NBCE staff, and other chiropractic communities, i.e., State Licensing Board members, college representatives, and students.

A. Has the responsibility of maintaining all confidential information that he/she comes into contact with while fulfilling responsibilities. A Director must sign a *Confidentiality Agreement*, and uphold the NBCE *Code of Ethics*, and *Conflict of Interest* policies. A Director has access to NBCE information through the Chief Executive Officer unless it requires extensive staff involvement which would need approval through the President.

B. Is expected to serve the term for his/her position.

C. Attend NBCE New Board Member Orientation and become knowledgeable about the NBCE and its purpose and mission. Attend all Board meetings well-prepared and well-informed about issues on the agenda.

D. Will serve on committees as requested by the President.

- E. Attend all Board and Committee meetings, review minutes of meetings and respond to headquarters in a timely manner with any edits.
- F. Attend Practical Test sites two times a year and Written Test sites as required.
- G. Contribute to meetings by expressing points of view. Will consider other points of view, make constructive suggestions and help the Board make decisions that benefit the NBCE's constituents.
- H. Keep the goals of the NBCE consistent with the mission of the NBCE.
- I. Assure the existence of appropriate financial policies and plans for the overall financial health of the NBCE. He/She will review financial records to insure a sound financial structure including the secure and economical administration of funds.
- J. Serve as an ambassador representing the NBCE to individuals, the public and other organizations.
- K. Assume Board leadership roles as requested by the President.
- L. Monitor performance of the Chief Executive Officer in carrying out program goals and policies set by the board.
- M. Complete travel vouchers in a timely manner and submit them to the Treasurer for approval.
- N. Follow protocols set by the President for communication within the Board and the NBCE organization structure to insure that proper individuals are informed of the specific communication.
- O. Receive and review Board mail on a weekly basis, respond to the President's and Chief Executive Officer's correspondence as necessary.

OTHER DUTIES / RESPONSIBILITIES:

A member of the NBCE Board of Directors must travel to and participate in meetings, conferences, and hearings as a representative of NBCE as requested/approved by the President.

Knowledge, Skill and Ability

Possess a general knowledge of the chiropractic profession. Understand non-profit "Specialty Board" organizations and how they are comprised and function. Demonstrate good verbal and written communication skills, people skills and financial acuity. Possess ability to deal with sensitive personnel and business related confidential material.

Time Commitment/Training

Attend an initial orientation to the work of the NBCE conducted at NBCE Headquarters as soon after election as can be scheduled.

Available and able to travel to semi-annual board meetings, committee meetings, test site observations and other meetings or conferences as requested by the President.

Available for board business outside of board meetings, including conference calls, email, board correspondence, phone calls, mail ballots, etc. (Approximately monthly commitment of time, 10 to 40 hours.)

Education and Formal Training

Bachelors, Masters or Doctorate Degree in science, testing, management, education, educational administration or Chiropractic.

Note: District Directors have to be a Doctor of Chiropractic and members of a state board of chiropractic.

District Directors: Hold a Doctorate of Chiropractic Degree.

At-Large Directors: Bachelors, Masters and/or attained a Doctorate Degree preferred.

Appointed Directors: Two (2) Directors appointed by the FCLB.

Working Environment/Physical Activities

A member of the NBCE Board of Directors must be able to travel on behalf of the Board and to perform work on Board projects.

I have received a copy of this job description and had an opportunity to ask questions regarding its content. I understand that I am to be held accountable for all duties of this job and all other duties as assigned by the President of the Board.

Board Member Name
(Printed)

Signature

Date

Initials