

Texas Orthopaedic Association
Board Responsibilities – Overview

TOA Board Positions & Duties

Voting Positions on the Executive Council and Terms (Officers and Councilors)

See TOA's bylaws.

President - 1 year, annual meeting to annual meeting
President-Elect - 1 year, annual meeting to annual meeting

Immediate Past President - 1 year, annual meeting to annual meeting
Secretary - 1 year, annual meeting to annual meeting

Secretary/Treasurer – Serves at the discretion of the board.

Five AAOS Counselors - 3 years, March to March.

Responsibilities of the Board as a Whole

1. Directs all affairs of the Texas Ophthalmological Association consistent with its policies and bylaws.
2. Fills vacancies in any elected office of the Association. Approves nominations for each elected office.
3. Approves the Association operating budget each fiscal year.
4. Determines Association positions on legislative, regulatory and judicial matters.
5. Recruits and retains members. Determines dues amounts for membership categories.
6. Reviews the action of all Association committees, the Foundation and the Political Action Committee for consistency with short or long-range policy/mission objectives.
7. Employs and sets compensation for the Executive Director.

Responsibilities of Individual Board Members

1. Serves as “an ambassador of goodwill” for the TOA at all times while advancing and implementing the Texas Ophthalmological Association’s mission and general purpose.
2. As his/her own expense, attends the two regularly-scheduled board meetings, usually held on Saturdays in winter and summer. On occasion, an officer may participate via speaker phone. If any officer fails to attend two consecutive regularly-scheduled meetings of the Executive Council, the office shall be declared vacant.
3. Participates in specially-called meetings (usually via conference call).
4. Serves on standing or ad-hoc committees if appointed.
5. Annually reviews the anti-competitive and conflict of interest policies and signs a conflict of interest disclosure form.
6. Serves as a volunteer and receives no compensation.

Business taken up and considered at Council meetings includes such items as:

- Review of membership and approval of membership changes.
- Review of TOA Finances.
- Budgeting for TOA expenditures and income, both operating and special (including establishment of TOA executive pay).

- Establishment of legislative and regulatory policy and review of implementation of same.
- Establishment of TOA internal policy and review of implementation of same.
- Review of reports given by committee chairs, TOA representatives, and officers.

There are also other areas of the TOA in which Council members are not required to participate, but as leaders of orthopaedics in Texas, they are expected to do so to the extent they are reasonably able:

- Participation in legislative advocacy programs (such as capitol visits).
- Participation in other programs for TOA members such as the annual conference.

Specific Duties and Descriptions

President: The president shall preside at all sessions of the TOA and including Executive Council Meetings, and shall perform other duties pertaining to the office. Frequent communication between the president and the executive director is critical to the smooth operation of the TOA. Serves as an ex-officio board member of the TOA Foundation.

President-Elect: The president-elect shall preside in the absence of the president. Serves as an ex-officio board member of the TOA Foundation.

Immediate Past President: The Immediate Past President chairs the Nominating Committee. The Past President must call a meeting of the committee approximately three months prior to the annual meeting and have the slate of nominees completed and submitted to the voting members of the Council 60 days prior to the annual meeting. The Past President shall present a report at meetings of the Council; such reports need not be written reports unless warranted by the importance of the subject matter. Serves as an ex-officio board member of the TOA Foundation.

Secretary/Treasurer: The Secretary/Treasurer, through the Executive Director, shall maintain the minutes from meetings of the TOA. The Secretary/Treasurer shall receive financial reports from the Executive Director at least quarterly. The Treasurer shall report to the Council on the finances of the Association and shall be the primary signatory on TOA financial accounts.

Councilors: Generally, Councilors have no duty beyond the general duties of the TOA Board of Directors.

Staff and Consultants

Executive Office – Bobby Hillert has served as executive director since January 2013. The TOA office is located inside the Texas Medical Association building. TOA employs Ed Berg as TOA’s director of operations.

Legal Counsel – Andrea Schwab, JD, CPA works with TOA on an hourly basis.