

## GOVERNOR JOB RESPONSIBILITIES

### Term

Members of the Board of Governors (BOG) serve for one year as Governor-elect and four years as Governor. Average time spent on ACP activities on a weekly basis is 8 hours. This varies depending on the size of the chapter.

### Responsibilities

A Governor of the ACP serves as the official representative of the College in a specific College jurisdiction, providing a link between members at the local level and leadership at the national level. The Governor has a variety of responsibilities at both levels and these can be broken into three major areas: Governance, Chapter Management, and Expertise in Internal Medicine.

### College Governance

1. The Governor must first and foremost be representative of his or her membership. Each Governor is responsible for:
  - establishing mechanisms for communicating with and soliciting the opinions of the membership;
  - responding to queries from the Executive Committee of the BOG and Committees of the BOR;
  - reflecting members opinions in comments they provide on draft policy and position statements;
  - insuring the education and orientation of incoming Governors-elect;
  - communicating with class representatives regarding issues considered by the BOG Executive Committee.
2. As a member of the Board of Governors, an advisory body to the Board of Regents (BOR), Governors:
  - deliberate in the aggregate on resolutions and other policy issues at the Fall and Spring BOG Meetings. All Governors are expected to attend these meetings.
  - work collectively and continually to clarify and strengthen the relationship between the BOG and the BOR.
  - elect responsible leaders to key positions;
  - can participate on policy committees, subcommittees, task forces, and ad hoc groups;
  - communicate their concerns or suggestions to committees of the BOR through Vice Chairs.
3. Governors are also responsible for identifying and cultivating the future leaders in their chapters and being sensitive to the College's need for its leadership to reflect the diversity of its membership.

### Chapter Management

1. The initial responsibilities of the Governor in leading the chapter include:
  - Managing an appropriate administrative support structure, including staff;
  - Maintain a local governance structure consisting of a Governor's Advisory Council and appropriate committees;
  - Create an effective communication link between members and National.

2. The Governor manages local initiatives to meet the needs of the members and to further the goals of the College. These activities can provide leadership opportunities for other members. Each chapter should:
  - provide a high-quality CME meeting;
  - recruit and involve medical students;
  - recruit, advance and credential Masters and Fellows;
  - recruit and involve Resident/Fellow Members;
  - involve diverse groups such as women, IMG's, racial and ethnic minorities;
  - involve the chapter in state legislative and policy initiatives; and
  - complete an Annual Report every year.

### **Expertise in Internal Medicine**

1. Each Governor brings his/her clinical, socioeconomic, or academic expertise to any committee on which he/she serves.
2. The Governor is an advocate for internal medicine.
3. The Governor is a resource in several areas, including patient care, medical education, health care policy, public issues and College policy.