



National Certification Board for Diabetes Educators

330 East Algonquin Road • Suite #4 • Arlington Heights, Illinois 60005 • www.ncbde.org
847-228-9795 • FAX 847-228-8469 • info@ncbde.org

BOARD OF DIRECTORS ROLE DESCRIPTION

The Board of Directors of the National Certification Board for Diabetes Educators governs with an emphasis on outward vision, strategic leadership and collective decisions.

A. Board Culture. The Board:

- 1) Deliberates in many voices, but governs in one.
- 2) Cultivates a sense of group responsibility. The Board is responsible for excellence in governing and using the expertise of individual directors to enhance the ability of the Board as a body.
- 3) Directs, controls and inspires the organization through careful establishment of broad written policies reflecting the Board's values and perspectives.
- 4) Enforces upon itself whatever discipline is needed to govern with excellence, including attendance, preparation for Board meetings, policymaking principles, and respect of roles. Continued Board development will include orientation of new Directors in the Board's governance process and periodic discussion of process improvement.
- 5) Monitors and discusses the Board's process and performance on a regular basis.

B. Director Commitment. Each Director, through the collective governance of the Board:

- 1) Ensures that the mission of NCBDE is carried out.
- 2) Fulfills his/her fiduciary responsibilities.
- 3) Contributes the necessary time and expertise for NCBDE activities.
- 4) Attends and prepares for meetings, completing assignments by agreed upon deadlines.
- 5) Maintains professional and ethical standards.
- 6) Respects other directors and supporting staff.
- 7) Maintains appropriate lines of communication.
- 8) Understands and respects the roles and responsibilities of a Board of Directors and organizational management.
- 9) Enhances the public image of NCBDE.
- 10) Recruits other volunteer leaders.



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C. Time Commitment. A Director:

- 1) Participates in all regular Board meetings (annually), at least two of which are face-to-face. Meeting schedules are determined annually.
- 2) Participates in other Board meetings conducted by conference call or other “virtual” meeting mechanisms.
- 3) Volunteers time necessary to support the initiatives of the Board.

D. Major Responsibilities (Not inclusive). The Board member participates in:

- 1) The development, execution and evaluation of the organization’s strategic plans and initiatives;
- 2) The development, allocation and review of appropriate financial resources to support the activities of NCBDE;
- 3) The development, review and approval of organizational policies and procedures to ensure successful administration of NCBDE’s programs.
- 4) Participation in the selection and performance evaluation of the Chief Executive Officer.

E. Tenure.

Beginning with January 2010 terms, the term of office for a Director is four years, commencing on January 1st of the first year and ending December 31st of the fourth year. Directors may not serve consecutive terms.

F. Removal

- 1) A Director may be removed from the Board at any time by a majority vote of the Board with or without cause.
- 2) Causes for removal from the Board include, but are not limited to:
 - a) Suspension or revocation of his/her CDE[®] credential; not applicable to public member;
 - b) Failure to consistently attend scheduled meetings, including conference calls of the Board;
 - c) Failure to adhere to or violations of NCBDE Conflict of Interest and Confidentiality policies and procedures;
 - d) Failure to fulfill his/her fiduciary responsibilities as a member of the Board; and,
 - e) Illness or disability which prevents full participation on the Board.

(Adopted October 2009)