



**SOCIETY FOR ADOLESCENT HEALTH AND MEDICINE (SAHM)  
BOARD of DIRECTORS TRAINEE REPRESENTATIVE**

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**Role and Responsibilities:** The Board of Directors Trainee Representative serves as a liaison between the SAHM Board of Directors and all SAHM trainees to ensure that ideas and information from trainees are brought to the Board of Directors. The exchange of information is facilitated by the Board of Directors Trainee Representative's active involvement in a newly developed SAHM Trainee SIG.

In addition, consistent with the responsibilities of all members of the SAHM Board of Directors, the Board of Directors Trainee Representative is responsible for developing and implementing the mission, vision, and goals (core values) of SAHM, for establishing and supervising the implementation of all necessary objectives to meet the goals, for setting policy, establishing formal positions on adolescent health issues and ensuring the legal and corporate existence of SAHM.

Members of the Board of Directors shall: (1) set policies that determine the purpose, governing principles, functions, activities, and sources of action for SAHM; (2) ensure that SAHM operates within the adopted policies, by-laws and legal requirements; (3) select and employ the external management company that provides administrative support to SAHM; (4) review, monitor, coordinate, and evaluate the operations and standards of performance of all Board Members, officers, committees, and Executive Director; (5) represent the SAHM membership as a whole in the discussion and voting of all SAHM business (includes being knowledgeable of and sensitive to the members' diversity of beliefs and opinions on issues); (6) provide direction and assist in the implementation of all SAHM programs, including the annual meeting, workshops, and any special projects; (7) maintain a thorough knowledge of SAHM's budget and expenditures and monitor all financial activities; (8) ensure that sufficient funds are available for SAHM to achieve its mission and goals and lead programs to develop resources and giving direction to the development committee; (9) approve the annual budget, accept the annual audit report, and approve policies for fiscal accountability; (10) determine the need for and establish formal position statements on specific adolescent health issues and determine which position statements need to be expanded into position papers; (11) review and approve all policy papers submitted by the Director of Publications; (12) approve policies that govern administration of all key personnel such as the management staff and the Editor-in-Chief of the *Journal of Adolescent Health*; (13) serve as an advocate for SAHM, including, but not limited to, officially representing SAHM at scientific and professional meetings, on professional committees, councils or coalitions, and before the media when assigned by the President or Board of Directors; (14) assist in recruiting new members and retaining existing members in SAHM; (15) serve on various SAHM committees, sub-committees of the Board of Directors, and/or working groups, when appointed by the President; (16) provide counsel, when requested, to the Executive Director and other Board members; (17) keep the Board of Directors informed on issues relevant to SAHM and adolescent health in general; (18) attend and informally evaluate SAHM's annual meeting and provide advice to the Director of Programs; and (19) prepare for and attend all scheduled and called Board of Director meetings.

**Criteria for Eligibility:** The Board of Directors Trainee Representative shall: (1) have a post baccalaureate degree at the time of election and be enrolled in graduate or medical school or formally engaged in a fellowship or post-doctoral training program; (2) have active membership in SAHM in one of the membership categories defined in the bylaws as 'Professionals in Training', excluding the pre-baccalaureate category; (3) demonstrate active membership by one or more of the following, attendance at an annual meeting, participation in a SAHM committee, workshop, Special Interest Group (SIG), or a SAHM Regional Chapter; and (4) have career aspirations focused on an adolescent health related issue or field.