

Leadership Position Guide

AGA RESEARCH FOUNDATION CHAIR

General description

The chair serves as the chair of the AGA Research Foundation of the American Gastroenterological Association for a term of three years. The AGA Institute Executive Committee shall appoint the chair subject to approval of the AGA Institute Governing Board. At the discretion of the AGA Institute Governing Board, the term of the chair may be extended to serve a second consecutive three-year term. At no time may the AGA Research Foundation chair simultaneously serve as president of the AGA Institute.

The chair convenes and presides at all meetings of the foundation executive committee. The chair provides guidance and leadership for foundation volunteers and staff. The chair reports to the governing board on foundation activities and will advise the governing board and AGA Institute Executive Committee on such matters as may further the purposes of the AGA Research Foundation and/or AGA Institute. The chair is to carry out such other duties as may be assigned by the AGA Governing Board.

As provided in Article III, Section 8 of the AGA Institute Bylaws, the president of the foundation may call a meeting of the AGA Institute Executive Committee at any time.

The chair must work closely and collaboratively with AGA and foundation staff.

Criteria

The candidate must have an expressed interest in serving in the role.

Specific duties

The AGA Research Foundation chair serves as follows:

- AGA Institute Governing Board member
- AGA Institute Executive Committee member

Fundraising: The chair is active in the fundraising strategies of the foundation. In this role, the chair:

- Works closely with staff to evaluate progress, identify concerns or challenges and propose strategies.
- Helps to develop new programs to advance the strategic direction and raise funds for the foundation.
- Is actively involved in the identification, evaluation, strategy development, cultivation and solicitation of prospects.
- Solicits gifts from current AGA Institute Governing Board members.

- Heads AGA Corporate Roundtable meetings.
- Encourages editorial board members, committee members and AGA members to financially support the foundation.
- Sets an example through personal commitment, interest and involvement.
- Has made or makes a gift at the Legacy Society level.

Strategic planning execution: The chair oversees AGA Research Foundation's commitment to furthering the approved strategic directions of the AGA Research Foundation strategic plan and AGA strategic plan by:

- Ensuring that programs and policy recommendations support the strategic plan.
- Working to develop programs and policies to advance the strategic direction of the foundation.
- Communicating to the AGA Governing Board and the AGA Research Foundation Executive Committee on the foundation's strategic directions and his/her assessment of how well the AGA Research Foundation is meeting those directions.
- Working to assure that all vice chairs are faithful to the foundation strategic plan and that assigned tasks are implemented effectively.
- Holding staff and all organizational components accountable to the strategic plan.

Agenda formation and implementation: The chair oversees and directs policy development of the AGA Research Foundation through:

- Establishing and approving agenda and materials for all foundation executive committee meetings and teleconferences.
- Chairing and leading all foundation executive committee meetings and teleconferences.
- Guiding the foundation executive committee with respect to organizational priorities, management and governance.
- Serving as strategic leader for the organization.

Official voice of the AGA Research Foundation: The chair is the chief spokesperson for the foundation and will routinely represent (or designate someone to represent) the foundation at AGA events including the Benefactors' Dinner.

Organizational leadership: The chair is responsible for leading the foundation, developing consensus on issues and actions, recommending policies and directions to the governing board, and assuring consistency in organizational actions. The chair is responsible for securing and enforcing balance between organizational consistency and change necessary in a dynamic environment. The chair must work closely and collaboratively with AGA and foundation staff.