How Not to Step Into It:
*Key Essentials for Volunteer Physician Leaders When Serving on Health-related Boards*

**Agenda**
Friday, Oct. 12, 2018
12:30-3:45 a.m. (lunch available at 11:30 a.m.)

**Welcome/Introductions** — Heather Wilson, Pennsylvania Medical Society
12:30-12:45 p.m.

**Governance** — Nicole Kaylor, Governance Issues, McNees Law
12:45-2:30 p.m.
- Shaun Eisenhauer, Non-Profit Tax Exempt Issues
- Kelley Kauffman, Employee Issues
  - Difference between 501c3 and 501c6
  - Requirements Applicable to Tax Exemption
  - Requirements for State Corporate Filing Requirements
  - Requirements Related to Organizations with Employees
  - Requirements Applicable to Accessibility for People with Disabilities
  - Requirements Applicable to Fundraising
  - Requirements Applicable to Lobbying
  - Requirements related to fiscal stewardship
    - Audit
    - Current signatories on accounts
  - Duty of Care, Duty of Loyalty, Duty of Obedience
    - Job Descriptions
    - Code of Conduct
    - Mission
    - Agendas/Minutes/Consent Agenda
    - Annual Report
  - Non-Profit Management Models (there is more than one way to get the work done)
  - How to close up shop when necessary

**Managing Risk** — Jeff Kile, Glatfelter 2:30 – 3 p.m.
- D&O/E&O insurance
  - Why you need it
  - How much do you need?

**Managing Money** — Mark Vergenes, Mirus Financial 3-3:30 p.m.
- Investment Committee
- Finance Committee
- Gift Acceptance Policy
- Engaging Financial Advisors

**Closing Remarks** — Heather Wilson 3:30-3:45 p.m.