

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, McNeese 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
 - Strategic Planning
 - Code of Ethics
 - Conflict of Interest
 - Whistleblower Policy
 - Other Key Policies
- 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.

