

## **ASPE BOARD OF DIRECTORS: Common Requirements**

The qualifications and personal characteristics as listed below are those expected of all members of the Board of Directors.

### **Qualifications Required:**

1. ASPE regular member in good standing
2. Strong commitment to:
  - a. ASPE Mission Statement
    - i. ASPE is the international organization of simulation educators dedicated to:
      1. Promoting best practices in the application of SP methodology for formative and summative assessment and research.
      2. Fostering the dissemination of research and scholarship in the field of SP methodology
      3. Advancing the professional knowledge and skills of its members
  - Transforming professional performance through the power of human interaction.
3. Experience of at least three (3) years in the field of Standardized Patient Education. You must also have at least two years of consecutive and current ASPE membership (the EC does have the power to make exceptions as they see fit and necessary).
4. Ability to:
  - a. Work effectively as a team member
  - b. Work effectively towards common goals as a board and committee member
  - c. Vet objectives and develop action plans with committee members, including a timeline for deliverables
  - d. Identify potential problems and opportunities
  - e. Work in the best interest of ASPE as a whole.
5. Time and institutional support necessary to fulfill all duties of the office, including meeting and conference attendance.
6. Willingness to travel, represent and promote ASPE at professional meetings and conferences.
7. Demonstrates strong leadership abilities, preferably at the committee level

### **Association of Standardized Patient Educators**

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8. Excellent written and verbal communication skills.
9. Excellent organization skills.

*Personal Traits Expected:*

1. Enthusiasm
2. Integrity
3. Flexibility
4. Highly Motivated
5. Discretion
6. Goal-Oriented
7. Meets Deadlines

*Functions*

1. Lead and direct the work of the committee or project (ML)
2. Identify active members and their roles and responsibilities
3. Communicate and implement P&P's within their committees or projects
4. Set deadlines for deliverables for the Board of Directors
5. Notify VP for Operations of any changes needed to the current P&P's
6. Maintain Trello or other Board approved communication platform(s) for the purpose of committee work and communication
7. Submits monthly Board reports on time and submits an annual report for ASPE Business Meeting.
8. Reads all materials and is prepared for discussions prior to monthly Board Meetings.
9. Submits monthly minutes of committee meetings if not included in the board report.
10. Attends monthly Board of Director Meetings and Face to Face Meetings. Any exceptions must be approved by the Executive Committee.  
\*\*\*The BOD/EC reserves the right to dismiss any BOD member if they feel the individual is unable to consistently honor their meeting obligations.

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