



Board of Directors Qualifications and Position Descriptions Revised September 2025

QUALIFICATIONS and EXPERIENCE

The qualifications for all members of the Board of Directors are:

- Active Member in ASPEN for at least 7 years
- Proven leadership skills
- Proven exemplary professional record
- Strong interpersonal communication and management skills

Candidates for Director must have one of the following:

- Two years cumulative service as chair of an ASPEN committee or task force.
- Four years cumulative service as a member of an ASPEN committee or task force.
- Leadership experience in other organizations is highly desirable.
- Completion of at least one term as an ASPEN section chair or chapter president and a minimum of one year of service on an ASPEN committee or task force.
- Two years cumulative service as a member on the editorial board or association editor of JPEN, NCP, or other indexed peer-reviewed journal(s).
- Formal recognition – by an organization, institution, and/or publication (national or international) – for exceptional research in the field of clinical nutrition and metabolism (e.g., Dudrick’s award, elected fellow).
- ***Additional qualification for VICE PRESIDENT: Current or recent service on the ASPEN Board of Directors is desirable. Must be willing to accept a 4-year commitment to ASPEN and cannot hold a leadership position in another national or international organization.***

Preference will be given to candidates with training, education, experience, and interest in the areas of competency identified by the Board of Directors.

Candidates for Vice President and Secretary-Treasurer should have previously served as leaders on an ASPEN Committee, Section, or the ASPEN Board of Directors.

Individuals who are employed by a commercial interest* are ineligible to serve on the ASPEN Board of Directors. The Nominations Committee considers other potential conflicts of interest when making decisions regarding Board appointments.

*ASPEN defines a commercial interest as an entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients. Providers of clinical service directly to patients are not considered commercial interests. This includes: some 501c non-profit organizations, government organizations, non-healthcare related companies, liability insurance providers, group medical practices, for-profit hospitals, for-profit rehabilitation centers, for-profit nursing homes, blood banks, and diagnostic laboratories.

COMPETENCIES

The ASPEN Board of Directors uses a competency-based governance model. Under this model, the Nominations Committee uses a group of competencies to assist in selecting new Board members. It is not expected that all Board members will have all competencies, but rather that the Board as a whole will have all of them.

The identified competencies are:

- **Clinical Practice:** Conversant with clinical practice at a variety of levels

- **Research and Scholarship:** Conversant with the research process and funding mechanisms; well respected in the academic community, with an established record of publications or innovations (e.g., patents, course material, textbooks)
- **Education:** Conversant with educational program planning and delivery mechanisms for educational activities
- **Public Policy:** Conversant with public policy issues affecting ASPEN members and their patients
- **Finance:** Experience in reading and interpreting financial reports
- **Leadership:** Demonstrated leadership role within ASPEN or in other professional organizations

POSITION DUTIES

PRESIDENT:

- The President, working with the Board of Directors, sets ASPEN's direction by engaging in strategic thinking and planning, establishing organizational values, and ensuring alignment of operational plans with the strategic plan.
- The President is the principal spokesman for the Society, promotes a positive public image of ASPEN, and provides oversight, working closely with the Chief Executive Officer (CEO).
- The President performs all duties and has all powers customarily incident to the office of President, as described in the ASPEN Bylaws, and such other responsibilities and powers as may be prescribed by the Board of Directors from time to time.
- The President presides at all meetings of the Society, Board of Directors, and Executive Committee (President, President-Elect, Immediate Past President, Secretary/Treasurer, and Vice President), who meet as needed to support the ASPEN Chief Executive Officer (CEO) on topics that may arise between Board meetings.
- The President appoints the chairs and members of all standing committees and task forces, other than the Nominations Committee and Executive Committee, and
- For the Annual Conference, the President plans/gives a President's address, selects the Rhoads Lecturer Award Winner, identifies and recommends the Keynote Speaker, and identifies and recommends Lifetime Achievement Award and Champion Award recipients. These awards are given at the discretion of the President and are not subject to ASPEN's award process.

PRESIDENT-ELECT:

- The President-Elect assists the President in the discharge of the duties of the President as the President may direct and performs such other responsibilities as may be prescribed from time to time by the President or the Board of Directors.
- The President-Elect will work directly with the Sections and will focus on identifying leadership and talent in the membership.
- In the absence of the President or in the event of the President's inability or refusal to act, the President-Elect (or in his absence or refusal to act, the Vice President) performs the duties of the President, and when so acting, shall have all of the duties and powers and be subject to all of the restrictions upon the President.
- The President-Elect, with support from the Vice President, selects the Conference Program Committee members for the conference during the year when the President-Elect will be the President.
- The President-Elect automatically succeeds to the office of President.

PRESIDENT and PRESIDENT-ELECT:

- The President and President-Elect participate in a weekly 1-hour call with ASPEN CEO.
- The President and President-Elect serve as members of the Audit Committee (responsible for overseeing the annual financial audit) and the Investment Sub-Committee (responsible for ASPEN's investment plan, managed by Mediqus).
- The President and President-Elect or designee may be invited to travel/participate at ESPEN (The European Society for Clinical Nutrition and Metabolism), FELANPE (The Latin American Federation of Nutritional Therapy, Clinical Nutrition and Metabolism), and PENSA (The Parenteral and Enteral Nutrition Society of Asia) meetings. Other international meetings will be considered based on schedule availability and travel support.

- The President and President-Elect, board liaison, or other board designee participates in calls with the ASPEN Corporate Scientific Advisory Council (CSAC).

IMMEDIATE PAST PRESIDENT:

- The Immediate Past President serves as the chair of the Nominations Committee
- The Immediate Past President automatically rolls over to become a member of the Board of Advisors and serves as host of the BOA luncheon during the annual conference.

VICE PRESIDENT:

- The Vice President assists the President in the discharge of the duties of the President as the President may direct and performs such other responsibilities as may be prescribed from time to time by the President or the Board of Directors.
- The Vice President has responsibility for monitoring progress in the implementation and updating of the Society's strategic plan.
- In the absence of the President or the President-Elect or in the event of their inability or refusal to act, the Vice President performs the duties of the President, and when so acting, has all of the duties and powers and be subject to all of the restrictions upon the President.
- The Vice President automatically succeeds to the office of President-Elect.
- The Vice President identifies the co-chair for the Conference Program Committee.

SECRETARY/TREASURER:

- The Secretary/Treasurer is the principal financial officer of the Society and oversees the fulfillment of the financial responsibilities of the Chief Executive Officer:
 - the maintenance of adequate books of account for the Society;
 - custody of all funds and securities of the Society, and the receipt and disbursement thereof;
 - the deposit of all funds and securities of the Society in such banks, trust companies, or other depositories as shall be selected.
- The Secretary/Treasurer performs all duties and has all powers customarily incident to the offices of Secretary and of Treasurer and such other duties and powers as may be prescribed from time to time by the President or the Board of Directors.
- The Secretary/Treasurer has a two-year term and may serve up to three terms.
- The Secretary/Treasurer oversees that all notices are duly given in accordance with the applicable law, the Articles of Incorporation, and the Bylaws.
- The Secretary/Treasurer is the recognized custodian of the Society records and of the seal of the Society in collaboration with the Chief Executive Officer.

DIRECTORS:

- There are six directors, and their responsibilities vary in accordance with the priorities and activities of the Society.

All Board members are expected to participate fully in developing and honing the organization's strategic priorities. Additionally, they are expected to participate in all Board meetings and other activities, including monthly conference calls and two in-person meetings each year.