



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

Board of Directors Standard Operating Procedures

Mission: Directors are elected by the membership of The College on Problems of Drug Dependence, Inc. (CPDD) to serve a 4-year term on the CPDD Board of Directors. The leadership of the Board of Directors is the Executive Committee, which is composed of the President, Past President, President Elect, Treasurer, and the Public Policy Officer and the Secretary (Project Manager ex officio non-voting member).

Directors are expected to participate, in-person, in all convened Board of Directors meetings occurring during their term of service. This includes participation in CPDD Board of Directors meetings held each June in conjunction with Annual Scientific Meetings of CPDD, as well as in the Interim CPDD Board of Directors meetings generally held in January or February. Directors are also expected to participate in conference calls that are deemed necessary by the Executive Committee.

Newly elected Directors will participate in a New Board Member Orientation held prior to the start of the Board of Directors meeting in conjunction with the CPDD Annual Scientific Meeting. This usually occurs on the Friday before the annual meeting.

Directors are expected to pay meeting registration for the Annual Scientific meeting and the annual CPDD membership dues. The CPDD provides compensation for the extra hotel night(s) required to attend the BOD, the Executive Committee and the Orientation Meeting at the Annual Scientific Conference. The CPDD reimburses travel expenses and hotel costs for the Interim BOD Meeting.

Operations: The responsibilities of a CPDD Director include:

- Ensure that the organization's activities are aligned and consistent with CPDD's mission as stated on the CPDD website.
- Responsible for the overall financial health of the organization; ensure that CPDD secures adequate resources for the organization to fulfill its mission and ensure prudent use of all CPDD financial assets.
- Semi-annually reviews budget materials provided by the Treasurer and reviews the Form 990 (the yearly Federal tax form for non-profit corporations), and other documents pertinent to the finances of CPDD. Provide input on development of the budget, and ensure that proper financial controls are in place.
 - Support the financial health of the CPDD by making a personally meaningful annual cash donation to CPDD.
- Provide oversight for all CPDD activities and actively participate in planning and decision-making during Board of Directors meetings and as requested by the President or Executive Committee.
- On an annual basis, complete an evaluation of the Project Manager and Executive Office presented by the Executive Committee.
- On an annual basis, complete a Conflict of Interest Disclosure form that describes all conflicts, real or perceived, that could affect the business of CPDD.