



INSIGHT
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Apra Board of Directors Candidate FAQ

1. Why should I consider board service?

Apra is always looking to identify strong leaders who possess a variety of expertise. Succession planning is critical to the long-term health of the organization. Board service is a unique way for members to give back and to help shape the future of the association. Apra members are its best advocates.

2. How long does a board member serve?

Directors will be elected by the membership through a process of nominations outlined in the Bylaws and will serve 1 term of 3 years without possibility of re-election, unless voted into an Officer role.

3. How many Directors are on the board?

No less than 10 and no more than 14 board members shall serve Apra. This consists of 5 Officers and between 5 and 9 directors.

4. What is the role of the Apra board?

The Apra board is the governing body for the association. All members are expected to:

- Adhere to legal standards and ethical norms
- Oversee the financial health of the organization through strategy discussions, the budgeting process, monthly and annual financial review
- Determine the mission and direction of Apra
- Ensure adequate resources and empower committees & teams to implement
- Enhance Apra's public standing
- Effective strategic planning with goals
- Succession planning
- Build relationships with peer organizations, chapter leaders and sponsors/exhibitors
- Determine, monitor and strengthen the programs and services of Apra

5. What are my specific responsibilities as a board member?

Board members are expected to prepare for, attend, and conscientiously participate in board and committee meetings. They develop, review or monitor Apra long range plans, such as budgets, investments, strategic and business plans.

Apra Board of Directors are expected to:

- Identify any conflict of interest.
- Arrive prepared for board meetings and annual conference.
- Participant in discussions thoughtfully and responsibly.
- Support the majority decision on issues decided by the Board.

6. How often does the board meet?

The Apra board has 3 one-hour meetings by conference call and 3 in-person meetings in 2018. Board members are invited to attend Executive Committee calls, which are scheduled monthly. 2018 Board schedule below as an example:

- Friday, February 9: Conference Call
- Friday-Saturday, March 9-10: In-Person at Apra HQ in Chicago

- Thursday, May 17: Conference Call
- Sunday-Tuesday, August 5-7: In-Person at PD 2018 in Pittsburgh
- Friday-Saturday, late Fall: In-person, location TBD
- Thursday, December 6: Conference Call

7. Is prep work required for board meetings?

Yes, the Board agenda and supporting material is sent 5-7 days in advance of the meeting. It is expected that all material is reviewed in advance; typically a consent agenda is included. Communication / clarification of any topic on the agenda may be requested in advance of the meeting. Board members may contribute based on the agenda topic or committee report; that will be known in advance and staff are frequently involved in preparation. Board members may be assigned as liaisons to committees.

8. What is the dress code for board meetings?

The in-person Apra board meetings are business casual attire.

9. What are the travel requirements? How often will I be out of the office?

It is expected that board members will attend all meetings including the 3 in-person meetings, one of which immediately precedes the Annual Conference. Should business or prior commitments prevent attendance it is asked that you communicate conflicts in a timely manner.

10. Will I have any out of pocket expenses?

Apra pays for the 3 in-person meetings for board members, which includes airfare, hotel, group transportation and meals.

11. What preparation is provided to learn and understand board roles and responsibilities should I be selected?

A board orientation is scheduled at the beginning of the Annual Conference in late July/early August, prior to the beginning of each board term. All new board members attend this detailed presentation as a group and an existing board member is assigned as a mentor. There are unlimited opportunities to communicate with your colleagues on the board, the executive director and the staff team to provide information.

12. Should I consult with my employer before considering board service?

Yes, it's a good idea to share the expectations of board service with your department. Since there are time commitments involved it would be beneficial to ensure that you'll have the support from your employer to succeed. Many organizations will see Apra board service as a positive career opportunity and reflect well on the institution as well.

13. Is my candidacy confidential?

Yes, only the Nominations Committee members see application material. As committee members they have signed a confidentiality form. Board members not on the committee do not have access to this information.