

Roles and Expectations of an APTI Board Member

Welcome to the APTI Board! By agreeing to serve as a board member, no matter what your specific role is, you have agreed to perform an important fiduciary duty for the Association. We ask you to commit to undertaking the following responsibilities with a clear understanding of what each entails and a dedication to doing everything you can to uphold and advance APTI's mission.

1. Governance and Oversight

- **Strategic Direction:**
 - Participate in the development, review, and approval of the organization's mission, vision, and strategic goals.
 - Ensure alignment of activities and initiatives with the mission.
- **Policy Development:**
 - Establish and uphold policies to guide the organization's operations.
 - Review and update bylaws and governance documents regularly.
- **Risk Management:**
 - Identify, monitor, and mitigate organizational risks.
 - Ensure compliance with legal, ethical, and regulatory standards.

2. Financial Stewardship

- **Budget Oversight:**
 - Approve the annual budget and monitor financial performance.
 - Ensure financial resources are used responsibly and effectively.
- **Fundraising:**
 - Oversee development strategies to ensure financial sustainability.
- **Audit and Accountability:**
 - Review financial statements and ensure transparency.

3. Leadership and Support

- **Executive Oversight:**
 - Hire, evaluate, and support the management of the Association (platform or personnel).
 - Collaborate with the leadership team to ensure operational success.
- **Advocacy:**
 - Serve as an ambassador for the organization in the community and among stakeholders.
 - Promote the organization's mission, programs, and services.
- **Special Committee or Project Management**
 - Fulfill the roles needed on committees or project management to enable the organization to reach its service goals to members.
 - Seek opportunities to utilize personal expertise on committees and in projects to move forward Association projects and activities.
- **Volunteer Engagement:**
 - Support and motivate volunteers and other board members in fulfilling their roles.

4. Meetings and Participation

- **Attendance:**
 - Attend and actively participate in board meetings, committee meetings, and special events.
 - Board members are expected to attend all meetings. Any board member who cannot fulfill this commitment and misses three meetings may be asked to resign from the board at the discretion of the directors.
- **Preparation:**
 - Review agendas, reports, and other materials in advance of meetings.
- **Constructive Engagement:**
 - Engage in thoughtful and respectful discussions, offering expertise and insights.
 - Vote on key decisions in the organization's best interest.

5. Legal and Ethical Responsibilities

- **Duty of Care:**
 - Act in good faith and with diligence, ensuring decisions are informed and prudent.
- **Duty of Loyalty:**
 - Prioritize the organization's interests above personal or professional gain.
 - Disclose conflicts of interest and recuse oneself when necessary.
- **Duty of Obedience:**
 - Ensure the organization complies with applicable laws and adheres to its mission and bylaws.

6. Strategic Partnerships

- **Networking:**
 - Build relationships with partners, and stakeholders.
 - Facilitate collaborations that enhance the organization's reach and impact.
- **Advocacy and Representation:**
 - Represent the organization at events, conferences, and meetings.

7. Evaluation and Accountability

- **Board Self-Evaluation:**
 - Participate in regular assessments of board performance.
 - Identify areas for improvement in governance and leadership practices.
- **Organizational Effectiveness:**
 - Oversee the evaluation of programs and initiatives to ensure mission alignment and impact.
 - Hold the organization accountable to its goals and objectives.

8. Personal Commitment

- **Time and Energy:**
 - Dedicate sufficient time to fulfill board duties and responsibilities.
 - Expect to spend a minimum of five hours monthly on Association matters, including one monthly 90- minute board meeting.
 - Acknowledge or respond to communications within one business day.
- **Talent Contribution:**
 - Make a contribution that reflects a commitment to the organization in the use of time and talent to fulfill assignments that emerge.

- **Advocacy and Engagement:**
 - Actively promote the organization’s mission through personal and professional networks.

9. Board Policy and Bylaws Requirements

- Directors are appointed or elected to two-year terms and can renew for a second two-year term in that position. Directors cannot serve more than four years in the same position but can move to another board position.
- No individual may serve more than eight consecutive years without the board’s approval of an additional period of up to two years, for a maximum total of ten years of service.