



## **Apra-NW Board Positions Descriptions**

### **Open positions for (2019-2021)**

Any Apra-NW member in good standing can nominate themselves for a position on the board. Terms of service begin July 1 and last two years (unless otherwise noted).

#### **Board Role: VICE PRESIDENT/TREASURER**

##### **Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Vice President/Treasurer handles all chapter financials, including invoicing, billing, expense reimbursement and vendor payments. In addition, the VP/Treasurer will act on the President's behalf should the President be unavailable.

##### **Term of Service:**

The Vice President/Treasurer is elected bi-annually, by a majority vote of the membership to serve for a term of two years. Upon the completion of their term, the VP/Treasurer will deliver to their successor all pertinent materials for which they are responsible and coordinate the timely transfer of duties and account management to the incoming VP/Treasurer.

##### **Duties:**

The duties of the Vice President/Treasurer include but are not limited to:

- Maintain accurate financial records, serve as purchaser, create budgets, and process/track membership and event registration payments
- Assume responsibility for the chapter bank account, PayPal account and investment management
- Prepare annual tax filings and statements of activities and financial positions, working with the Secretary to submit the required documents annually by the end of March
- Communicate regularly with the Apra-NW board and participate in board meetings as a voting member
- Perform other duties as assigned by the President and/or Board of Directors

##### **Time Commitment:**

The estimated time commitment for the Vice President/Treasurer is 2-3 hours per month, with an increased time commitment required during periods of membership renewal (December/January), spring conference registration (April/May), and tax filings (February or March).

##### **Confidentiality:**

As a member of the Apra-NW Board of Directors, the Vice President/Treasurer shall consider all Board and Committee Discussions to be confidential and shall abide by Apra's Conflict of Interest Policy.

##### **Eligibility:**

Board membership is open to any Apra-NW chapter member who is a member of Apra-NW in good standing and who spends a portion of their professional duties involved in prospect development.

**Current Member:** Lindsay Evans, University of Washington



## **Board Role: CONFERENCE DIRECTOR**

### **Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Conference Director shall be responsible for coordinating and executing the Apra-NW Annual Conference, including securing content and sponsorships, coordinating logistics and communicating frequent updates to the other members of the board.

### **Term of Service:**

The Conference Director is elected annually, by a majority vote of the membership to serve for a term of one year. Upon the completion of their term, the Conference Director will deliver to their successor all pertinent materials for which they are responsible.

### **Duties:**

The duties of the Conference Director may include but are not limited to:

- Partners with Apra-NW Board of Directors to determine conference location, date, theme and budget
- Develops and confirms conference content, including speakers, panels and/or roundtable discussions
- Selects and manages venue, catering and hotel arrangements
- Secures sponsorship from allied organizations
- Works in coordination with webmaster and communications chair to promote conference
- Serves as principal point of contact for conference attendees, presenters, vendors and sponsors
- Maintains records and assists in transition of conference chair elect
- Communicates regularly with the Apra-NW board and participate in board meetings as a voting member
- Performs other duties as assigned by the President and/or Board of Directors

### **Time Commitment:**

The estimated time commitment for the Conference Director is 5-6 hours per month, with that number increasing closer to the date of the conference.

### **Confidentiality:**

As a member of the Apra-NW Board of Directors, the Conference Director shall consider all Board and Committee Discussions to be confidential and shall abide by Apra's Conflict of Interest Policy.

### **Eligibility:**

Board membership is open to any Apra-NW chapter member who is a member of Apra-NW in good standing and who spends a portion of their professional duties involved in prospect development.

**Current Member:** Sandy Jeter, University of Washington



**Board Role: PROGRAMMING DIRECTOR**

**Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Programming Director will serve as a member of the Executive Board of Apra-NW. The Programming Director shall be responsible for securing speakers, locations, and content for chapter events (aside from the annual conference), as well as facilitating the logistics for each program. The Director will also coordinate programming communication to members and external audiences. When appropriate, the Programming Director will inform members of development and learning opportunities from outside organizations.

**Term of Service:**

The Programming Director is elected bi-annually, by a majority vote of the membership to serve for a term of two years. Upon the completion of their term, the Programming Director will deliver to their successor all pertinent materials for which they are responsible.

**Duties:**

The duties of the Programming Chair may include but are not limited to:

- Plan professional and social events for the membership of Apra-NW. This includes event content, speakers, volunteers, venue, and coordinates with the Communications Director for advertising
- Attend and manage events. Duties for events include bringing the event supplies, arranging for the basic functions of registration, signage, volunteer management, and the master of ceremonies role
- Partner with Membership Director to recruit new and current members to host events
- Maintain database of regional event hosts
- Share with members information about development and learning opportunities from outside professional organizations
- Communicate regularly with the Apra-NW board and participate in board meetings as a voting member
- Perform other duties as assigned by the President and/or Board of Directors

**Time Commitment:**

The estimated time commitment for the Programming Director is 3-4 hours per month, with an additional time commitment prior to an upcoming program.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Programming Director shall consider all Board and Committee Discussions to be confidential and shall abide by Apra's Conflict of Interest Policy.

**Eligibility:**

Board membership is open to any Apra-NW chapter member who is a member of Apra-NW in good standing and who spends a portion of their professional duties involved in prospect development.

**Current Member:** Rachel Siegfried Du, Oregon Health & Science University Foundation



**Board Role: SECRETARY**

**Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Secretary shall be responsible for recording and disseminating the official record of Board of Director’s meetings, submitting accurate and timely chapter filings and overseeing chapter elections.

**Term of Service:**

The Secretary is elected bi-annually, by a majority vote of the membership to serve for a term of two years. Upon the completion of their term, the Secretary will deliver to their successor all pertinent materials for which they are responsible.

**Duties:**

The duties of the Secretary may include but are not limited to:

- Record board minutes
- Distribute agendas to members of the board
- Maintain the chapter documentation and archives
- Receive board nominations and oversee annual chapter elections
- Work with the Treasurer to prepare and submit all chapter filings
- Communicate regularly with the Apra-NW board and participate in board meetings as a voting member
- Perform other duties as assigned by the President and/or Board of Directors

**Time Commitment:**

The estimated time commitment for the Secretary is 2-3 hours per month, with increased time commitment required during preparation for monthly board meetings and during board elections.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Secretary shall consider all Board and Committee Discussions to be confidential and shall abide by Apra’s Conflict of Interest Policy.

**Eligibility:**

Board membership is open to any Apra-NW chapter member who is a member of Apra-NW in good standing and who spends a portion of their professional duties involved in prospect development.

**Current Member:** Kim Osis, Seattle Opera