



National APSE 2018 Call for Nominations for the Board of Directors

APSE is seeking enthusiastic and dedicated leaders to serve on the National APSE Board of Directors!

National APSE is now seeking members who have the expertise, talent and desire to be a part of our national leadership. ***There are 2 At-Large and 2 Regional Delegate positions open for election.*** The National APSE Board of Directors is responsible for planning and implementing strategies to strengthen and increase the growth of APSE and its mission to advance employment and self-sufficiency for all people with disabilities. A primary board member responsibility is financial and operational oversight of APSE. The National Board provides direction for APSE, in part, through board member participation on committees. Current committees include: Board Development, Chapter Development, Delegates Council, Employer Engagement, Finance, Public Policy, APSE Advocates and Students for APSE. If you are interested in this leadership opportunity, please consider answering this Call for Nominations. **NOMINATIONS ARE DUE BY 8:00 PM EASTERN, 7:00PM CENTRAL, 6:00PM MOUNTAIN, 5:00 PM PACIFIC ON Friday, April 27, 2018.**

Submit your nomination here: <https://app.wizehive.com/webform/APSEBoardMemberNominationForm>

BOARD MEMBER REQUIREMENTS

Individuals interested in running for the National APSE Board of Directors must:

- ***Be a current member of National APSE (individual or business)***
- Have a demonstrated interest and involvement in integrated community-based employment for citizens with disabilities and in advancing Employment First
- Support APSE's *Mission and Values* and APSE's *Ethical Guidelines* (APSE's *Mission and Values* are on the attached Board Member Job Description and APSE's *Ethical Guidelines* can be reviewed and downloaded [here](#).)
- Uphold integrated, community-based employment values and principles and demonstrate these principles in their respective activities and occupations
- Attend two annual face-to-face meetings at their own expense (if necessary, financial assistance for board member travel is available):
 - First, a pre-conference full day board meeting held in conjunction with the Annual APSE conference. This year's meeting is on June 24th in Lake Buena Vista, FL.
 - Second, an annual board member fall retreat (Rockville, MD)—this year's date will be established at the board meeting in Florida.
- Actively participate in monthly (regularly scheduled) teleconference/online meetings and, when needed, special teleconference/online meetings
- Serve and actively participate on at least one committee (Regional Delegates serve on the Delegates Council, which fulfills this requirement)
- Have sufficient time to fully participate in all board activities, and actively contribute and assist with the ongoing development and growth of APSE as an organization. ***Please see below for the job description for a full list of board duties***
- Complete the nomination form and provide the necessary attachments here: <https://app.wizehive.com/webform/APSEBoardMemberNominationForm>

Board positions begin June 24, 2018. All new board members are required to attend a board member orientation at the National APSE Conference in Lake Buena Vista, FL on June 24, 2018. For further details on the role and duties of the APSE board members see the attached APSE Board Member Job Description.

**NATIONAL BOARD POSITIONS:
At Large Board Members and Regional Delegates**

APSE has two categories of board members: *At-Large Board Members*, and *Regional Delegates*. Both categories are full voting members of the APSE National Board.

- **At-Large Members:** At-Large Board Members are elected by all APSE members who vote in the election. At-Large members represent the full membership. ***Two At-Large Board Members will be elected in this year's election to three-year terms.*** Per APSE's by-laws, no more than two elected at-large board members may be from one state.
- **Regional Delegates:** Regional Delegates serve directly on the National APSE Board as full board members, representing the needs of the chapters in their region, and serving as members of the Delegates Council (see attached job description). Regional Delegates are elected by the APSE members in their geographic regions. There are six geographic regions. ***Two Regional Delegates will be elected in this year's election to serve a 3-year term from the following regions:***
 - **Southeast: KY, TN, GA, AL, MS, FL, SC, NC**
 - **Southwest/Rocky Mountain: AR, CO, LA, NE, ND, OK**

If you have any questions regarding the board member categories or election process, please contact Derek Nord at: dnord@indiana.edu



APSE BOARD MEMBER JOB DESCRIPTION

APSE's Mission

To advance employment equity for people with disabilities.

APSE's Vision

All people with disabilities have competitive employment in an inclusive workforce.

APSE's Values

We believe that everyone can and should work, and have the dignity of determining their career path.

Role of the Board of Directors

1. Support the mission and vision of APSE.
 2. Ensure effective organizational performance.
 3. Provide oversight of Executive Director performance.
 4. Ensure APSE has adequate financial and other resources to fulfill APSE's mission.
 5. Support and enhance the public image of the organization.
 6. Assess board performance.
-

Duties of Board of Directors

The APSE Board is responsible for oversight and monitoring of the following areas:

Planning and Operations

1. Develop and revise APSE's mission and vision as necessary.
2. Ensure APSE's operations and activities are in support of APSE's mission and vision.
3. Develop, implement, and monitor strategic plan.
4. Via Executive Director, monitor and provide guidance on APSE operational issues.
5. Monitor and take action as appropriate regarding internal and external opportunities and threats that may impact APSE.

Executive Director Oversight

1. Select Executive Director.
2. Monitor Executive Director performance and provide performance guidance, based on annual performance goals.
3. Conduct annual performance review of Executive Director.
4. Determine Executive Director pay and benefits according to APSE compensation policies.

Fiscal and Financial Oversight

1. Review and approve annual budget.
2. Monitor fiscal performance of APSE through review of financial reports.

3. Provide necessary oversight and guidance to Executive Director on fiscal issues to assure the financial stability of the organization, and efficient and effective use of APSE's financial resources.
4. Approve major expenditures in compliance with APSE policies.
5. Approve appointment of an independent certified public account or accounting firm to conduct an annual fiscal audit.
6. Review and approve results of annual financial audit.
7. Assure that published reports properly reflect the operating results and financial condition of APSE.
8. Establish and enforce appropriate policies to define and identify conflicts of interest throughout APSE.
9. Assist and support fundraising efforts.

Compliance, By-Laws, Policies, and Procedures

1. Ensure compliance with all APSE By-Laws and policies.
2. Develop and approve APSE policies.
3. Review and revise APSE By-Laws and policies as necessary.
4. Monitor and ensure full compliance with all federal and state legal and regulatory requirements, including but not limited to all requirements as a non-profit tax-exempt organization under section 501 of the Internal Revenue Service Code.

APSE Chapters

1. Regularly review chapter performance.
2. Support chapters to be effective vehicles for advancing APSE's mission and vision.
3. Provide guidance to APSE staff on supporting and expanding chapters.
4. Ensure chapters are in full compliance with all APSE bylaws, policies and procedures.

Employment Support Professional Certification Council (ESPCC)

1. Appoint APSE board representative to ESPCC.
2. Provide general oversight of the ESPCC and the Certified Employment Support Professional (CESP) program and ensure compliance with ESPCC Policies and Procedures.
3. Approve annual ESPCC budget.
4. Approve changes to ESPCC Policies and Procedures as designated.

Board Operations

1. Conduct annual board self-assessment.
2. Implement changes as a result of board assessment.
3. Provide oversight of annual board election.
4. Appoint board members as necessary.

Primary Duties and Responsibilities as an Individual Board Member

- A. Regularly attend APSE Board of Director's Meetings held via phone/internet (9 monthly meetings per year).
- B. Attend the in-person APSE Board of Director's meeting held in conjunction with the annual APSE Conference held in late June or early July.
- C. Attend the annual in-person APSE Board of Director's fall retreat.
- D. Attend chapter events within board member's geographic region.
- E. Support chapters in region as appropriate for board member role (At-Large or Regional Delegate).
- F. Prepare for and participate in APSE Board of Director's meetings in order to make informed, independent, and objective decisions.
- G. Serve and be an active participant on at least one APSE committee.
- H. Positively promote APSE both internally and externally, and leverage relationships for the benefit of APSE.

- I. Participate in annual board assessment and board member self-assessment.
 - J. Support knowledge of APSE's mission, programs, resources, and needs.
 - K. Bring to the board's attention internal and external opportunities and threats that may impact APSE.
 - L. Assist in the development and implementation of fundraising strategies and campaigns.
 - M. Provide personal financial support as able, to APSE.
 - N. Maintain an APSE membership.
-

Attendance Requirements

Board members may not miss more than 3 online/telephone meetings per term year. Board members who miss more than three meetings during the term year will be asked to resign their position from the Board of Directors. Attendance of the APSE Board of Director's meetings held in conjunction with the annual Conference and the mid-year meeting/fall retreat in Rockville, MD are required, in-person.

Board Terms

Elected members are elected to the APSE Board of Directors to serve a 3-year term, and may be re-elected for one additional second 3-year term. Appointed members are appointed to 1-year terms, and may be appointed for up to two additional 1-year terms.

Travel Costs

Travel costs associated with participating as a member of the APSE Board of Directors (airfare, ground transportation, lodging, telephone, etc.) are the responsibility of the board member. APSE will assist with travel expenses on an as-needed basis.

Board Members Serve as Volunteers

All members of the APSE Board of Directors serve as volunteers and are uncompensated for their time.



REGIONAL DELEGATE JOB DESCRIPTION

The APSE Regional Delegates are the representatives of the state chapters on the APSE Board of Directors. Each Regional Delegate represents the chapters in their specific region.

Duties of the Regional Delegates

1. Serve as an active member of the APSE National Board of Directors.
2. Serve as an active member of the APSE Delegates Council and assist with Council duties. Specific duties of the Delegates Council include: a) development of the annual Chapter Leadership Forum and other chapter-related events at the annual APSE conference; b) development of training and development activities for chapters; c) development, review, and updating of chapter by-laws, and policies and procedures.
3. Schedule and facilitate monthly conference calls or web-based meetings with chapter board members within their region in order to share information about chapter accomplishments, identify chapter challenges, and provide information from the national APSE Board and Staff. Feedback from these meetings is to be shared during the Delegate Council meetings.
4. Maintain ongoing communication with chapters in their respective region, to provide support to the chapter in terms of chapter activities, successes and challenges. Work with APSE staff on developing strategies for responding to support needs of chapters.
5. Review the status of the chapter benchmarks for the chapters in their respective region and work with APSE staff and chapter board on addressing issues identified.
6. As able, attend at least one chapter event in each state in their respective region per year.
7. Work with Delegate Council chair on summarizing chapter issues (accomplishment, challenges, concerns, etc.) to present to the full APSE National Board.
8. Work with At-Large Board members from states in their respective on supporting chapters in the region, including having a presence at chapter events.
9. Work with the APSE staff on development of new chapters in their respective region.



NOMINATION PROCEDURES

Nominations are open to any current member willing to serve as outlined above. We are looking for people who are interested in leadership at the national level to champion Employment First and advance employment and self-sufficiency for all people with disabilities.

All nominations must be submitted online HERE:

<https://app.wizehive.com/webform/APSEBoardMemberNominationForm>

The information you provide on the nomination form and your photo will be posted on APSE's website in addition to being printed on a ballot that will be e-mailed or mailed out to the APSE membership in April.

All nominations must be received by NOMINATIONS ARE DUE BY 8:00 PM EASTERN, 7:00PM CENTRAL, 6:00PM MOUNTAIN, 5:00 PM PACIFIC ON Friday April 27, 2018.

When nominations are received, you will receive an email confirmation. If you do not receive your confirmation email please email cassy@apse.org

If you have any questions regarding the board member categories or election process, please contact Derek Nord at: dnord@indiana.edu