

## **Frequently Asked Questions!**

### **Information on the Election & Duties of an Association for Positive Behavior Support (APBS) Board Member!**

If you are interested in serving as a member of the APBS Board of Directors (BoD) you probably have many questions.

#### **When and how are board members elected?**

Board Elections occur in the fall of each year following the closing of the nomination period on July 15<sup>th</sup>. Nominations for new board members occur in the spring and summer. The Nominees will be announced on the APBS website and sent out via newsletter and to email contacts in the APBS Networks during the fall.

You must be a member of APBS to run for election, and any member can nominate you, or, you can self-nominate. Voting is conducted online in the fall, and the voting period stays open from early October until early December.

#### **How many and what type of Board of Director positions are there?**

Starting with the 2016-2017 election cycle, there will be 16 elected board members. No more than one-third of the board member seats turnover in any given year in order to ensure continuity on the board. Therefore, each year about 6 seats are voted on by the APBS membership, including a special election for one dedicated Family Member seat (selected in a separate election running concurrent with the general election).

#### **What is needed for a nomination?**

You can find the 1 page nomination form template and other instructions for nominating a colleague or yourself at: <http://www.apbs.org/apbs-nominations.html>

Complete and submit all required information with a photo in .jpeg format to the Executive Director of ABPS, Tim Knoster, with copies to the Chairperson of the Nominations Committee, Sara McDaniel, by the July 15<sup>th</sup> deadline.

[tknoster@bloomu.edu](mailto:tknoster@bloomu.edu)

[scmcdaniel@ua.edu](mailto:scmcdaniel@ua.edu)

#### **If Elected, how long would I serve as a BoD member?**

Board members serve a three-year term that begins at the close of the annual meeting of APBS just prior to the start of the annual conference (generally around March of any given year). A board member can run for re-election as his/her three year term is coming to an end, and may be

elected to a maximum of three consecutive terms (9 years consecutively). However, after 3 consecutive terms (9 years consecutive) that person is considered ineligible to seek re-election until one additional election cycle is completed (in essence, sitting out one year).

### **What are the requirements and duties of a BoD member?**

- 1) Board members are expected to actively participate in each BoD meeting, including the one annual face to face meeting each year that occurs in conjunction with the annual conference. The face-to-face meeting is always held just before the annual conference, at the conference location. This requires early travel to the conference. The annual face-to-face board meeting typically runs 1 ½ days in length. The three other virtual board meetings are scheduled months in advance to accommodate member's scheduling needs. Each typically runs 90 minutes.
- 2) Board members will, at a minimum, choose a committee to join and participate in work in-between board meetings on the Action Plans of his/her identified committee(s). This work is almost always done by teleconference and email, and, at the annual face-to-face board meeting.
- 3) Board members actively participate in social events that honor APBS volunteer work at the conference.

### **What kind of work is required as a Committee member?**

There are currently three APBS committees: Dissemination, Network Development, and Training and Education. At your first board meeting you will select a committee (or committees) to join. These committees usually hold monthly teleconference meetings to work on their Action Plans. Action Plans are designed to further achievement of the overall goals of APBS. There are workgroups within each of the three larger committees to focus on specific topics and needs of APBS.

Board members may also be sought out to join Ad-Hoc workgroups to tackle specific issues. These groups disband when the work has been done.

### **How many hours per week should I expect to put into to BoD and Committee work?**

While time commitments will vary depending on how many activities you participate in, a recent survey of current board members found that each member reported spending 2-4 hrs/week, on average, on APBS board-related activities (including committee work, emails and phone calls).

### **If elected, when do I start?**

Election results are announced in January, and the newly elected board members are expected to attend the board meeting preceding the annual conference in order to become oriented to the process of board meetings and membership and to meet the other BoD members and APBS consultant staff. However, your official duties and ability to vote on board motions does not begin until after the conference ends. Therefore, you are an observer while the exiting board members complete their term and duties at the annual face-to-face meeting that occurs just prior to the conference.

### **How does APBS operate?**

The corporate structure of APBS, a non-profit organization, includes the Board of Directors that also has an Executive Committee. The Executive Committee is comprised of the elected officers (President, Vice President, Treasurer and Secretary). In addition, there is a General Operating Committee that focuses on cross committee endeavors and activities of APBS. The General Operating Committee is comprised of the Executive Committee and the board members who are chairs of the three standing committees. APBS does not have a physical office and also does not have staff (Part-time or full-time employees). Rather, APBS operates as a virtual organization and establishes line items in its annual budget for infrastructure supports including some external consultants to serve functions of the organization (e.g. the Executive Director function, conference coordination function, membership data base function).

### **Is there any compensation for being a BoD member?**

No. All duties are voluntary without pay. Board members do not get any discounts for conference registration or membership fees. There are typically limited resources available to support board member attendance at the annual face-to-face meeting of the BoD when necessary. While there are no guarantees of receiving financial assistance for attending the March board meeting, BoD members can submit a request for support to the Executive Director for assistance paying for travel costs associated with coming early to the conference location for the board meeting (these resources, when awarded, are exclusively limited to the board meeting and do not cover expenses associated with conference attendance).

### **Is there other support for new Board members?**

New board members are paired with an existing board member to serve as a mentor to guide the newly elected board member through the processes of board membership and board duties. In addition, you will receive the document "APBS Information for New Board Members," and, access to a restricted site on the APBS Website for board members that contain all current Action Plans and other pertinent BoD information.

**What if I am not sure that I have the time to attend the annual conference and participate in the other virtual board meetings or committee work?**

It is important to know your own time constraints and personal and professional needs. If you are unsure, consider whether this is the right time to run for a board of directors' seat. Your colleagues on the board will be depending on you to pull your weight in advancing the growth and direction of APBS. APBS ByLaws clearly establish mechanisms associated with filling vacancies on the BoD. These ByLaws include protocol for BoD resignations as well for removal of any given board member who fails to responsibly fulfill their duties. If you feel uncertain about your current ability to commit the necessary time required as a board member, perhaps running for the board in a year or two when you are more confident of your availability will make this a much more satisfying and important experience for you.

**Where can I go to find the answers to my specific questions, and to get more information about the information herein?**

You can start by contacting this year's Nomination Committee co-chairs:

Sara McDaniel      [scmcdaniel@ua.edu](mailto:scmcdaniel@ua.edu)

Marla Dewhirst      [marla.r.dewhirst@gmail.com](mailto:marla.r.dewhirst@gmail.com)

<http://www.apbs.org/nominations.html>

[http://www.apbs.org/membersArea/org\\_structure.aspx](http://www.apbs.org/membersArea/org_structure.aspx)