

Frequently Asked Questions
Information on the Election & Duties of an
Association for Positive Behavior Support (APBS) Board Member

Thank you for your interest in serving as a member of the APBS Board of Directors (BoD). Below are some frequently asked questions that you may find helpful as you consider your nomination and application.

When and how are board members elected?

Board elections occur in the fall of each year following the closing of the nomination period on August 18, 2023. 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. Any APBS member can nominate you or you can self-nominate. Voting is conducted online in the fall and candidates will learn the results of the election before December.

How do Board seats work?

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.

What is needed for a nomination?

The nomination application and other instructions for submitting nominations through the Online Nominations Portal are available at: <https://apbs.org/nominations>. To be considered for the current election cycle, nominees must have all materials submitted by August 18, 2023 to the Online Nominations Portal. The following materials must be uploaded to the portal to complete the nomination process:

- A copy of the nomination application for either a General Seat or the Dedicated Equity Seat
- A letter or copy of an email from the nominee agreeing to run for the Board of Directors
- A professional vita or a personal description of the individual being nominated
- A photo of the nominee (in .jpeg format) for inclusion in election materials provided to APBS members

Applications and materials received after August 18, 2023 will be considered invalid.

If Elected, how long would I serve as a Board of Directors (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 which is typically held in the spring. Board members can run for re-election as their three-year term is coming to an end, and may be elected to a maximum of three consecutive terms (9 years consecutively). After 3 consecutive terms (9 years consecutive), that person is considered ineligible to seek re-election and must let a full election cycle pass before running again.

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 a few days prior to the annual conference. These meetings take place at the conference location and require 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 their 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 makes the Dedicated Equity Seat unique?

The Dedicated Equity Seat functions the same as a General Seat in terms of requirements and duties of a BoD member. The Dedicated Equity Seat was established in 2020 by the BoD in an effort to increase visibility and promote an equity lens for all APBS committee and board work through recruiting and retaining diverse and underrepresented APBS members and elected board members. Duties also include assisting in promoting diversity in conference, dissemination, and outreach activities.

What kind of work is required as a Committee member?

There are multiple committees to choose and many ways to be active as a Board member. If elected to the BoD, 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 achieve 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. Typically, these groups disband when the work has been done.

How many hours per week should I expect to put into 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?

Newly elected members of the BoD are expected to attend the face-to-face meeting preceding the annual conference in order to become oriented to the process of BoD meetings and meet the other BoD members and APBS consultant staff. Newly elected members observe, engage, and participate while the exiting Board members complete their term and duties. For newly elected members, official duties and voting ability do not begin until the close of the annual conference when they are officially seated on the Board.

How does APBS operate?

The corporate structure of APBS, a non-profit organization, includes the Board of Directors with an Executive Committee. The Executive Committee (EC) is composed of the elected officers (President, Vice President, Treasurer, and Secretary). In addition, there is a General Operating Committee (GOC) that focuses on cross-committee endeavors and activities of APBS. The GOC is composed of the EC and the BoD members who also serve as committee chairs.

APBS does not have a physical office nor staff (part-time or full-time employees). Rather, APBS operates as a virtual organization and establishes line items in its annual budget for infrastructure support including some external consultants to serve functions of the organization (e.g., the Executive Director function, conference coordination function, membership database function).

Is there any compensation for being a BoD member?

No. All duties are voluntary without pay. Board members do not receive 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 BoD meeting at the annual conference, BoD members can submit a request for support to the Executive Director for assistance paying for travel costs associated with travel 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 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 member through the processes of BoD membership and 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 as well as your personal and professional needs. If you are unsure, consider whether this is the right time to run for a BoD seat. Your colleagues on the Board will depend on you to commit and engage in advancing the growth and direction of APBS. If you are uncertain about your current capacity 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 Nominations Committee Chair:
Nikki Grasley-Boy (ngb@ku.edu)

<https://apbs.org/nominations>

<https://apbs.org/about#elementor-tab-title-1291> (APBS Organizational Structure)