



APBS Board Position Descriptions

Why do we need Board Job Descriptions?

Having the right people on the board is a key element in ensuring the organization is run effectively and efficiently. It is also important that each board member has a clear understanding of the roles and responsibilities while serving on the board. The purpose of this document is to outline the responsibilities of the APBS Board of Directors.

APBS Board President

The board president oversees the board's work and facilitates board meetings. Also, the board president is generally the primary person who works with the executive director to make sure things are running smoothly and keep the board informed. Responsibilities include:

- Recommends members for committees and appoints committee chairs
- Works in connection with the executive director to prepare board meeting agendas
- Takes part in new board member orientations
- Takes the lead on the executive director's annual performance evaluation
- Assists in recruiting qualified new board member candidates
- Serves as spokesperson as needed
- Takes the lead in the annual board member self-evaluation process

APBS Vice President

The vice president has the same duties and responsibilities as all other board members, including the duty of loyalty, the duty of obedience, and duty of care. The vice president generally serves as a backup leader to the board president so the board is never without leadership. Responsibilities include:

- Runs board meetings as requested and in the board president's absence
- Serves as the nonprofit's spokesperson as needed
- Assists with the board president's duties
- Completes special duties as requested

APBS Secretary

The board secretary's duties help protect a nonprofit organization. Board secretaries have a variety of duties and responsibilities including:



- Assists in board member orientation
- Takes attendance at board meetings
- Takes accurate meeting minutes and getting them approved
- Maintains board records
- Ensures secure storage of official board documents and contracts
- Tracks board member terms
- Monitors legal compliance

APBS Treasurer

The board treasurer position requires someone who has experience in financial accounting for nonprofits. The treasurer also needs to make sure board members can access the financial reports promptly, which is why it's critical to use a board management software solution. The treasurer:

- Manages the budget
- Takes the lead in the annual audit
- Answers questions about the audit
- Spearheads the financial oversight in conjunction with the executive director
- Partners with the executive director to ensure the financial reports are continually updated

APBS Board Members At-Large

The at-large board members are just as important as nonprofit board positions for officers, as all board members have equal responsibility for the board's actions and decisions.

At-large board members are expected to fulfill the following duties:

- Attend all board meetings
- Engage in board meetings actively
- Serve on at least one committee
- Donate to the board annually
- Support board decisions even when they voted against them

Board Competencies:

The Association for Positive Behavior Support (APBS) Board of Directors' competencies were adopted to outline the leadership experience, skills and knowledge that APBS aspires to maintain within its Board of Directors. APBS will work to provide the proper training for the development of these traits within all of its leadership. In its nominating process, APBS



will seek out individuals from its membership who currently show the competencies or demonstrate the ability to develop these competencies.

Competencies required of every board member/candidate.

1. Demonstrated leadership

- Has received formal leadership training: continuing education courses and/or leadership training within PBS.
- Participates in leadership roles – e.g., APBS committee; and other nonprofit boards, corporate boards, civic leadership positions.
- Thinks strategically, manages complexity and acts decisively.
- Effectively resolves conflict and demonstrates courage.

2. Demonstrated ability and willingness to work effectively and collaboratively in a group.

3. Demonstrated professionalism.

- Regularly participates in continuing skill and knowledge development.
- Demonstrates a high level of personal and professional integrity, trustworthiness, ethics and values.
- Displays flexibility and open-mindedness.
- Embodies self-awareness.
- Demonstrates a commitment to confidentiality.
- Demonstrates professional and appropriate conduct in public.

4. Commitment to APBS.

- Display's willingness and ability to commit the necessary time to fulfill APBS leadership responsibilities effectively.
- Demonstrates a commitment to APBS through a history of participation and contributes to APBS through volunteering, donations, program development, etc.
- Understands and is willing to support decisions and policies made by the APBS Board.
- Willingness to speak positively and supportively, in any venue, about APBS and its initiatives, positions and policies.

5. Experience in and understanding of the profession.

- Knows about the current issues facing the PBS profession across the lifespan.
- Possesses a basic understanding of the nonprofits and their respective roles.

6. Brings diversity to the Board, offering unique experiences and points of view.



7. Display's willingness to commit time and to participate actively in the Board's development of knowledge in the areas of nonprofit governance and nonprofit financial literacy.

General competencies that must exist within the Board, but are not necessarily demonstrated by every Board member:

1. Public communication.
 - Possesses effective public speaking skills.
 - Demonstrates effective written communication skills.
 - Understands the dynamics of social media.
2. Global understanding.
 - Possesses international experience/understanding.
 - Participates in international conferences and projects.
3. Visioning.
 - Foresees the likely outcome of a situation.
 - Envisions and communicates how one can move from present to future.
 - Conceptualizes and articulates the future state of PBS and how APBS can advance the profession.
4. Results oriented.
 - Able to establish and understand clear metrics aimed at achieving strategic goals.
 - Interprets and understands data.
 - Willingness to hold APBS management accountable for stated objectives and metrics.
 - Willingness to hold the Board (collectively and individually) accountable for its decisions (no backtracking), performance and behavior.

Competencies required to be learned through subsequent board member training:

1. Understanding of nonprofits and governance process and principles.
 - Understands the business model of an association.
 - Understands the respective roles of the Board staff.
 - Understands the array of types of nonprofits (e.g., mission-driven, philanthropic, member-based) and where APBS fits.
 - Understands the legal and fiduciary responsibilities of Board members.



2. Financial literacy.

- Able to analyze nonprofit financial statements, including balance sheet and income/expense statements.
- Understands APBS's budget development process and the financial oversight responsibilities of the Board.
- Understands compensation systems and structures.

3. Understanding of regulatory environment and risk mitigation.

4. Understanding of and willingness to use technology in APBS's leadership process.