

# Apra-NW Bylaws

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## Article I Name of Organization

### **Section A. Name of the Organization**

The name of the organization shall be Apra-Northwest (Apra-NW). Apra-NW will operate as a regional chapter of Apra International.

### **Section B. Nonprofit Legal Status**

Apra-NW is a Washington nonprofit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

### **Section C. Offices**

The principal office of the corporation shall be located at its place of business or such other place as the Board of Directors (“Board”) may designate. The corporation may have such other offices either within or without the state of Washington, as the Board may designate or as the business of the corporation may require from time to time.

## Article II Mission Statement

### **Section A. Mission Statement**

Apra-NW is the regional organization for individuals interested in the field of Prospect Development. Apra-NW is committed to serving, representing, and advancing the professionals and practices that enable the philanthropic success of institutions that rely on fundraising for achieving their missions. We foster a collaborative environment for sharing, discussion, and professional development, while leading the development, dissemination, and advancement of best practices, resources, thinking, and trends. This will be carried out in programs held at least twice per year and an annual regional conference.

## Article III Membership

### **Section A. Members**

Apra-NW membership will be open to individuals and institutions who seek to foster a positive association with the community, and whose terms of affiliation shall not be

contrary to the goals of Apra and shall uphold the responsibilities and integrity of Apra without conflict of interest.

Members may include both individuals and organizations. Any person or organization who applies for membership and pays the required membership fees may become a member of the organization regardless of race, color, gender, age, religion, class background, national origin, sexual preference, income, marital status, political party affiliation, or disability.

**Section B. Annual Dues**

Annual dues for membership shall be payable on an annual basis in the amount and manner prescribed by the Board. Annual dues shall be adopted by resolution at a general meeting of the members or by ballot vote and amended by resolution of the membership.

The dues structure provides for the cost of any chapter publications and expenses at the discretion of the Board.

**Section C. Good Standing**

A member in good standing is one whose dues are paid and who has agreed to uphold the goals and bylaws of the Apra-NW chapter.

**Section D. Delinquency and Reinstatement**

Members whose renewal dues have not reached Apra-NW within three months after the start of the fiscal year will be considered delinquent and will be inactivated.

A delinquent or former member may apply for reinstatement following the criteria as provided for new members.

Any member who resigns or is terminated for any reason will not be entitled to a refund of dues paid.

**Section E. Fiscal Year**

The fiscal year shall commence January 1 and shall end December 31.

**Section F. Members' Liability for Corporate Obligations**

Members shall not be liable for any debts or obligations of the Corporation and shall not be subject to any assessment therefore as a condition of membership.

**Article IV Board of Directors****Section A. Board Membership**

Apra-NW shall be governed by an elected Board of Directors composed of Apra-NW members currently in good standing.

**Section B. Governance**

Apra-NW shall elect a board including a President, a Vice President/Treasurer, and a Secretary, who shall serve as the Corporate Officers. Up to eight (8) additional directors may be elected to the Board to fulfill specific duties of the corporation as deemed necessary by the membership. Full descriptions of these positions are available in Appendix A.

Corporate officers are required by Apra International to be members of the parent organization. The dues for this membership will be paid by Apra-NW unless already covered by the officer's employer.

**Section C. Term of Office**

Directors shall assume office on July 1 following the election. They will service one (1) but not more than three (3) consecutive terms in any capacity on the board. For all Directors, with the exception of the Conference Director, a term will be considered two (2) years starting on July 1 and ending on June 30. The Conference Director will serve a one (1) year term.

Former board members wishing to serve another term after three (3) consecutive terms must have a minimum of a one (1) year break in service from the Board to be eligible for re-election.

**Section D. Voting**

Each elected Board member shall be entitled to one vote upon any one single matter and, in absentia, shall forfeit their vote during a regular Board meeting, unless they have provided written notice to the Board President that they have designated an alternative, who may execute the absent director's vote in person or in proxy. The President will cast the deciding vote in the case of a tie.

**Section E. Vacancies**

A Board position shall be declared vacant when a director resigns, becomes unable to fulfill their duties, has unexcused absences from two (2) or more meetings, or becomes disqualified to hold office.

In the event of a vacancy in the office of the President, the Vice President/Treasurer shall assume the position. A vacancy in the office of the Vice President/Treasurer shall be filled by appointment of the President with approval of the Board. In the event of a vacancy in any other office, the Board shall appoint by majority vote a member of the association to complete the unexpired term. Board members completing the unexpired terms shall not have their service count towards their limit of three (3) consecutive terms for Directors.

**Section F. Removal of Board Membership**

Any director who is more than ninety (90) days in default in the payment of any dues or charges shall have their term on the board terminated automatically. In special circumstances, such termination may be delayed by the Board of Directors.

**Section G. Compensation of Officers/Directors**

Officers/Directors shall receive no compensation for their services as Officers/Directors; however, the Board may authorize reimbursement to Officers/Directors for approved expenses incurred in the performance of their duties on behalf of the corporation. The full travel reimbursement policy is available in Appendix B.

**Section H. Meetings**

The Board of Directors shall meet at least two (2) times a year during the calendar year ending December 31st. One (1) of these meetings shall be an in-person board summit. The President will call the meetings and choose the time and location most convenient for the majority of directors. The quorum for a meeting of the Board of Directors shall be two-thirds of the elected Officers/Directors.

Agendas shall be distributed prior to Board meetings by the Secretary. Minutes of board meetings shall be made available on the request of a member in good standing.

**Section I. Onboarding and Exit Interviews**

Each outgoing Officer/Director shall onboard the incoming Officer/Director within one (1) month of election. Onboarding shall be appropriate in scope to the responsibilities of the specific board role.

Each outgoing Officer/Director shall conduct an exit interview with the President or Vice President/Treasurer to ensure proper handoff of board duties to the incoming board member. Documentation of the onboarding/offboarding process is available in Appendix C.

**Section J. President**

The President shall be the Chief Executive Officer of the Corporation and shall chair all meetings of the membership and Board. The President shall act as a spokesperson for the membership at large and shall execute general and active management of the business of the Corporation. They shall see that all orders and resolutions of the Board are carried into effect.

Executing these duties takes 2-3 hours per month.

**Section K. Vice President/Treasurer**

In the absence of the President, the Vice President/Treasurer shall perform the duties of the President, and, when so acting, shall have all the powers of the President.

The Vice President/Treasurer shall receive and have custody of all funds and monies realized by the Corporation and shall deposit them in the Corporation's name to a bank account designated by the Board. The Vice President/Treasurer shall take such actions as are necessary to insure the accuracy of accounts and the proper handling of the Corporation's funds, including maintaining financial records, invoicing, vendor payments, and reimbursements. They shall create budgets, make periodic reports to the Board of Directors and to the Membership as directed by the Board, and shall perform such other duties as may be prescribed by the President or the Board.

The Vice President/Treasurer shall also be responsible for filing all appropriate tax documents (IRS Form 990) with the Internal Revenue Service and Apra International on an annual basis.

Executing these duties takes at least 2-3 hours per month, with an increased time commitment during periods of membership renewal, conference registration, and tax filings.

**Section L. Secretary**

The Secretary shall schedule, coordinate, and attend all Board meetings. They shall also be responsible for creating and distributing the agenda, and recording and distributing meeting minutes. They shall perform like duties for standing committees, as well as any membership meetings or special meetings of the Board.

The Secretary is also responsible for all required reporting to Apra International, and filing of incorporation and business license renewals. The Secretary is in charge of Board elections, including soliciting and receiving nominations, and certifying the results.

Executing these duties takes at least 3-4 hours per month.

**Section M.        Communications Director**

The Communications Director shall be responsible for management and coordination of all central communication for Apra-NW, including newsletters, social media, and emails to the membership and listserv. They shall create and distribute content to engage and inform the Membership and, together with the Board, shall centrally coordinate timing of all communication to the Membership.

Executing these duties takes 3-4 hours per month, with more time required for quarterly newsletters.

**Section N.        Conference Director**

The Conference Director shall be responsible for all aspects of planning, implementing, and evaluating the annual Apra-NW Conference, the location of which shall vary from year to year. The Conference Director, in conjunction with the Board, shall secure all locations, speakers, and sponsors, and develop the curriculum of the annual Conference. They shall, in conjunction with the Webmaster, create all marketing and registration materials for the conference. In addition, they shall be in charge of managing check-in at the conference, and other day-of logistics.

The term of this position is one (1) year.

Execution of these duties takes 5-6 hours per month, with that number increasing closer to the date of the conference.

**Section O.        Membership Director**

The Membership Director shall work to promote Apra-NW and its mission. They shall oversee the maintenance and updating of the membership database, the recruitment and retention of members, and the collection, compilation, and distribution of an annual membership directory.

Execution of these duties is cyclical, with November through February requiring 7-8 hours per month, and the remainder of the year requiring 3-4 hours per month.

**Section P. Mentorship Director**

The Mentorship Director shall be responsible for all aspects of the Apra-NW Mentorship and Networking Program. This program will match volunteer mentors from the membership with those members wishing to be assigned a mentor. It will also be responsible for maintaining the Networking Database, matching up those members interested in networking with other members of Apra-NW to discuss the field of prospect development. The Mentorship Director will be responsible for collecting feedback about the program from participants, reviewing new member applications for interest in the program, and updating the program applications as necessary.

Executing these duties takes 3-4 hours per month.

**Section Q. Programming Director**

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. They shall interface with members to coordinate distance programming and develop programming, whenever possible, that is accessible to members in all states represented by the Corporation. The Programming Director shall, when appropriate, inform members of development and learning opportunities from outside professional organizations. They may involve volunteers or a subcommittee when needed.

Executing these duties takes 3-4 hours per month, with an additional time commitment prior to an upcoming program.

**Section R. Webmaster**

The Webmaster shall be responsible for maintaining the Apra-NW website. Their duties shall include updating online forms associated with membership applications, posting job opportunities, and creating web pages and registration forms for upcoming Chapter events. The Webmaster shall ensure that the website account contacts and security certificates are up to date. They shall troubleshoot issues that arise with the website and event registrations.

Executing these duties takes 3-4 hours per month, with increased time required before chapter events and during Director transition periods.

**Section S. Director(s) at Large**

Up to three (3) additional Directors may be elected by the membership to manage special projects as identified by the membership. Director(s) at large will support board initiatives and fulfill duties as assigned by the President or the Board of Directors.



## Article V Membership Meetings

### **Section A. General Meetings**

There will be an annual meeting of the membership at least once a fiscal year. Minimum notice to members for meetings other than the annual meeting shall be 15 days.

### **Section B. Business Meeting**

A business meeting shall be held annually. The purpose of this meeting shall be for presenting annual financial reports, updating the membership at large of the Board's activities to date, and welcoming and encouraging new members and involvement from the membership at large. Minimum notice to the members shall be 30 days.

### **Section C. Special Meetings**

Special meetings may be called by the Board, or by petition signed by fifteen (15) or more voting members requiring the Board to convene a special meeting. Notice of special meetings shall state the business to be transacted; no other business shall be considered at that meeting. Minimum notice to members shall be 15 days.

### **Section D. Scheduling of Meetings**

All meetings shall be scheduled at such time and place as set by the Board in accordance with the bylaws.

## Article VI Voting Rights and Elections

### **Section A. Voting Rights**

Members in good standing shall be entitled to vote or take part in the deliberations of the association as specified in the bylaws and as authorized by the Board of Directors.

There shall be no voting by proxy for board elections.

**Section B. Board Elections**

Elections shall be held annually during the first half of the calendar year. The terms shall be arranged so that the President and the Vice President/Treasurer are elected in alternate years.

If there are no nominees for a Director position, the responsibilities will be assumed by the officers and/or existing directors.

**Section C. Eligibility to Serve as Director or Officer**

Eligibility to serve as a Director or Officer shall be open to all Apra-NW members in good standing.

**Section D. Election Procedures**

Voting takes place by ballot. The Secretary serves as the organizing and directing agent for the elections. The Secretary shall receive nominations from the current Apra-NW membership in good standing.

When no contest exists, election may be conducted by a voice vote.

Nominees who receive a plurality of votes on the ballot received are declared elected. The President announces the results to the Board and the membership. In case of a tie, the Board casts the deciding vote by secret ballot.

## **Article VII Amendments to the Bylaws**

**Section A. Amendments of Bylaws**

Amendments to the bylaws can be proposed by any member in good standing. The bylaws may be amended or revised by Resolution with a two-thirds ballot vote by the membership.

**Section B. Notification**

In the event of revision, the proposed revision must be submitted to the membership in writing at least 45 days prior to the scheduled revision.

Once approved, revised bylaws must be sent by the Secretary to Apra International headquarters.

## Article VIII Administrative Provisions

### **Section A. Robert's Rules of Order**

Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not consistent with these bylaws and/or any special rules of order the Association may adopt.

### **Section B. Exempted Actions**

Notwithstanding any other provision of these bylaws, no Director, Officer, Employee, Member, or Representative of this Corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to any Director, Officer, Member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Articles of Incorporation and these bylaws.

### **Section C. Dissolution and Distribution of Funds**

At such time as the Board feels it is appropriate, by majority vote of the Board and membership, to dissolve Apra-NW due to lack of membership, diminished interest, or other reasons, all funds will be given to Apra International or another Apra chapter for scholarship and/or programming.

The organization to receive the assets of Apra-NW hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Apra-NW by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practical to organizations located within the States of Washington, Oregon, Idaho, or Montana.

## Appendix A: Board Roles – Full Descriptions

### **Board Role: PRESIDENT**

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

In accordance with established bylaws, policies, and procedures, the President shall be responsible for publicly representing the board, supporting board members in their work, and leading monthly board meetings.

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

The President 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 President 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 President.

#### **Duties:**

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

- Communicate regularly with the Apra-NW Board and participate in board meetings as a voting member
- Lead the monthly Apra-NW Board meetings
- Ensure that board members have the information they need to make informed decisions
- Maintain contact with committee chairs, helping them stay on track and monitoring whether they need additional support
- Enforce adherence to the chapter's bylaws and assure the integrity of the Board process
- Take charge of the delegation of responsibilities, making sure that they are spread out equitably among the board members
- Represent the chapter at public functions and before public bodies
- Attend or appoint a delegate to attend Apra's annual Chapter Summit and report back to the board Secretary

#### **Time Commitment:**

The estimated time commitment for the President is 2-3 hours per month.

#### **Confidentiality:**

As a member of the Apra-NW Board of Directors, the President shall consider all Board and Committee discussions to be confidential and shall abide by the Apra Principles of Ethics and Compliance.

#### **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.

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

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

In accordance with established bylaws, policies, and procedures, the Vice President/Treasurer shall be responsible for 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 may 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 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/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 the Apra Principles of Ethics and Compliance.

**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.

**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 Directors 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 and coordinate the timely transfer of duties and account management to the incoming Secretary.

**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 VP/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 other members of the 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 the Apra Principles of Ethics and Compliance.

**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.

**Board Role: COMMUNICATIONS DIRECTOR****Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Communications Director shall be responsible for management and coordination of all central communications for Apra-NW, including newsletters, social media, and emails to the membership.

**Term of Service:**

The Communications 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 Communications Director 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 Communications Director.

**Duties:**

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

- Maintaining and updating Apra-NW social media accounts
- Coordinating chapter communications and creating standard branding for these communications including, but not limited to, event brochures, chapter newsletter, email alerts, and social media
- Providing Apra-NW news and event information to Apra, PRSPCT-L, and other relevant recipients
- Coordinating distribution of news releases or advertisements relating to national or local activities
- Working with other board members and volunteers to manage the development of a social media strategy for events, programs, and membership drives

- Allowing for board members and volunteers to easily share information regarding upcoming events and communications
- Communicating regularly with the Apra-NW board and participating 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 Communications Director is 3-4 hours per month.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Communications Director shall consider all Board and Committee discussions to be confidential and shall abide by the Apra Principles of Ethics and Compliance.

**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.

**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 and coordinate the timely transfer of duties and account management to the incoming Conference Director.

**Duties:**

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

- Partner with Apra-NW Board of Directors to determine conference location, date, theme, and budget
- Develop and confirm conference content, including speakers, panels, and/or roundtable discussions
- Select and manage venue, catering, and hotel arrangements
- Secure sponsorship from allied organizations
- Work in coordination with webmaster and communications director to promote conference
- Serve as principal point of contact for conference attendees, presenters, vendors, and sponsors
- Maintain records and assist in transition of conference director elect
- 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 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 the Apra Principles of Ethics and Compliance.

**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.

**Board Role: MEMBERSHIP DIRECTOR****Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Membership Director shall be responsible for the maintenance and updating of the membership database; the recruitment and retention of members; and the collection, compilation, and distribution of an annual membership directory.

**Term of Service:**

The Membership 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 Membership Director 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 Membership Director.

**Duties:**

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

- Maintain membership database, including approving new members, adding new members, lapsing members who have not renewed, archiving inactive members
- Update renewal reminder emails annually
- Manage Membership email account
- Recruit new members
- Report to Apra-NW board and membership a report on membership
- 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 Membership Director varies based on the calendar. November through February generally requires 7-8 hours per month; and the remainder of the year requires approximately 3-4 hours per month.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Membership Director shall consider all Board and Committee discussions to be confidential and shall abide by the Apra Principles of Ethics and Compliance.



**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.

**Board Role: MENTORSHIP DIRECTOR****Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Mentorship Director shall be responsible for all aspects of the Apra-NW Mentorship and Networking Program.

**Term of Service:**

The Mentorship 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 Mentorship Director 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 Mentorship Director.

**Duties:**

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

- Recruit volunteer mentors from the membership
- Recruit members who are looking for a mentor
- Match volunteer mentors with mentees
- Recruit members who wish to be volunteer networking contacts
- Maintain the Networking Database
- Update the mentor, mentee, networking role descriptions
- Maintain and update the mentor/mentee/networker/networking request application forms
- Collect feedback about the Mentorship and Networking Program from participants
- Review new member applications for interest in the program
- Work with the Membership Director and Communications Director to advertise the Mentorship and Networking program to members
- Organize mentorship and networking events throughout the year
- 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 Mentorship Director is approximately 3-4 hours per month. This time commitment may vary based on the frequency of mentorship events, special circumstances, etc.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Mentorship Director shall consider all Board and Committee discussions to be confidential and shall abide by the Apra Principles of Ethics and Compliance.

**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.

**Board Role: PROGRAMMING DIRECTOR****Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, 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 Programming 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 and coordinate the timely transfer of duties and account management to the incoming Programming Director.

**Duties:**

The duties of the Programming Director 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 coordinating with the Communications Director for advertising
- Attend and manage events. Duties for events include bringing the event supplies if held in-person; preparing and managing technology for both in-person and virtual events, such as presentations, Zoom screen-sharing, polling, and breakout rooms, and accessibility elements; arranging for the basic functions of registration, signage, and volunteer management; and the master of ceremonies role
- Partner with the 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 the Apra Principles of Ethics and Compliance.

**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.

**Board Role: WEBMASTER****Charge/Responsibility:**

In accordance with established bylaws, policies, and procedures, the Webmaster shall be responsible for the maintenance of the Apra-NW website content and implementation of marketing campaigns through utilization of digital networking tools.

**Term of Service:**

The Webmaster 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 Webmaster 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 Webmaster.

**Duties:**

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

- Update the Apra-NW website forms, event postings, and layout
- Create posts for events and new job opportunities in the field of Prospect Research and Management on the Apra-NW website and LinkedIn group page, and distribute to membership via email
- Oversee the permissions of new/existing/former board members to the Apra-NW website and LinkedIn group
- 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 other members of the Board of Directors

**Time Commitment:**

The estimated time commitment for the Webmaster is at least 3-4 hours per month, with increased time required before chapter events and during Director transition periods.

**Confidentiality:**

As a member of the Apra-NW Board of Directors, the Webmaster shall consider all Board and Committee discussions to be confidential and shall abide by the Apra Principles of Ethics and Compliance.

**Eligibility:**

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

## Appendix B: Apra-NW Board Member Travel Reimbursement Policy

*Policy Changes Affirmed by vote: 4/24/2014; 06/23/2021*

It is your responsibility to select reasonable transportation options that are economical for Apra-NW.

1. Transportation and related expenses for **Apra-NW Board Meetings** (when they must occur in-person) will be reimbursed as follows, given that the meeting is more than 200 miles round trip from your home.
  - Transportation:
    - i. Driving your own car or motorcycle allows for reimbursement at the IRS business mileage rate applicable at the time of travel. Parking will also be reimbursed at the location of the event and for one night at the place of lodging.
    - ii. Taking the train allows for reimbursement of the actual cost of the ticket, up to the lowest coach train ticket for your destination.
    - iii. Taking the bus allows for reimbursement of the actual cost of the bus ticket from your home to the meeting location.
    - iv. Air travel will be reimbursed as if you drove your own car (with the mileage spanning from your home to the meeting location), or the cost of the airplane ticket, whichever is lowest.
  - Lodging
    - i. You will be reimbursed for one night, up to 125% of the current IRS per diem rate for the city in which the meeting is held.
2. **Apra-NW Annual Conference** reimbursement policies:
  - Transportation will be reimbursed as for the board meeting (above). This applies to all board members.
  - Lodging will be reimbursed as for board meeting (above). This applies only to mandatory conference attendees (President and Conference Director).
  - Conference attendance will be complimentary for all current board members. Attendance is mandatory for the President and Conference Director.

## Appendix C: Onboarding and Offboarding for Board Members

### **Onboarding:**

The Secretary shall send the Apra-NW Board Welcome packet to all new board members, and shall be responsible for updating the document as needed.

Timely onboarding shall be conducted by each outgoing board member for the incoming board member assuming their position. Depending on the detail and time required, an in-person onboarding meeting may be required. If so, Apra-NW will reimburse travel expenses as described in Appendix B.

### **Offboarding:**

The President or Vice-President (whichever role is remaining on the board) shall conduct a brief exit interview, either in person or by phone, with board members leaving the board or changing roles. The interview will cover plans and ideas the outgoing board member has for the role as well as any recommendations or suggestions for the board's future plans, and will ensure an onboarding plan has been established for the corresponding incoming board member.