



**Apra-NW Board Position Descriptions
Open positions for 2018-2020 (Cycle A)**

Any Apra-NW member in good standing can nominate themselves for a position on the board. Terms of service begin July 1 and last for two years.

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.

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 by-laws 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
- Attends or appoints a delegate to attend Apra's Chapter Summit and reports 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 Apra's Conflict of Interest Policy.

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.

Current member: Kris Hunt, Oregon State University Foundation



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 and list-serv.

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 Webmaster will deliver to their successor all pertinent materials for which they are responsible.

Duties:

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

- Maintains and updates Apra-NW social media accounts
- Coordinates chapter communications and creates standard branding for these communications including, but not limited to, event brochures, chapter newsletter and email alerts, and social media
- Provide Apra-NW news and event information to Apra, Prspct-L, and other suitable media
- Coordinates distribution of news releases or advertisements relating to national or local activities
- Work with other board members and volunteers to manage the development of a social media strategy for events, programs, and membership drives
- Provides and makes it easy for board members and volunteers to share information regarding upcoming events and campaigns
- 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 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 Apra's Conflict of Interest Policy.

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 (One Year Term)

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.

Duties:

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

- Partners with Apra-NW Board of Directors to determine conference location, date, theme and budget
- Develops and confirms conference content, including speakers, panels and/or roundtable discussions
- Selects and manages venue, catering and hotel arrangements
- Secures sponsorship from allied organizations
- Works in coordination with webmaster and communications chair to promote conference
- Serves as principal point of contact for conference attendees, presenters, vendors and sponsors
- Maintains records and assists in transition of conference chair elect
- Communicates regularly with the Apra-NW board and participate in board meetings as a voting member
- Performs 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 Apra's Conflict of Interest Policy.

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.

Current Member: Rachel Siegfried Du, Oregon Health & Science University Foundation

Board Role: MEMBERSHIP DIRECTOR

Charge/Responsibility:

In accordance with established bylaws, policies, and procedures, the Membership Director will serve as a member of the Executive Board of Apra-NW. The Membership Director 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.

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.

Duties:

The duties of the Membership Chair 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 Apra's Conflict of Interest Policy.

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.

Current Member: Anna-Liisa Little, Fred Hutchinson Cancer Center

Board Role: MENTORSHIP DIRECTOR

Charge/Responsibility:

In accordance with established bylaws, policies, and procedures, the Mentorship Director will serve as a member of the Executive Board of Apra-NW. They 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.

Duties:

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

- Recruiting volunteer mentors from the membership
- Recruiting members who are looking for a mentor
- Matching volunteer mentors with mentees
- Recruiting members who wish to be volunteer networking contacts
- Maintaining the Networking Database
- Updating the mentor, mentee, networking role descriptions
- Maintaining and updating the mentor/mentee/networker/networking request application forms
- Collecting feedback about the Mentorship and Networking Program from participants
- Reviewing new member applications for interest in the program
- Working with the Membership Director to advertise the Mentorship and Networking program to members
- Organizing 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 may be 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 Apra's Conflict of Interest Policy.

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.

Current Member: Krista Berg, University of Washington



Board Role: PROGRAMMING DIRECTOR (One Year Term to Fill Open Position)

Charge/Responsibility:

In accordance with established bylaws, policies, and procedures, the Programming Director will serve as a member of the Executive Board of Apra-NW. 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 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.

Duties:

The duties of the Programming Chair 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 coordinates with the Communications Director for advertising
- Attend and manage events. Duties for events include bringing the event supplies, arranging for the basic functions of registration, signage, volunteer management, and the master of ceremonies role
- Partner with 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 Apra's Conflict of Interest Policy.

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.

Current Member: OPEN



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.

Duties:

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

- Communicate regularly with the Apra-NW board and participate in board meetings as a voting member
- 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
- 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 Apra's Ethics and Professional Standards.

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.

Current Member: Alexa Makhani, Washington State University Foundation