



## Open Leadership Position: Executive Board (3)

### Description:

APHA's Executive Board is a 24-member body. Executive Board members serve the entire APHA, not just the individual member units to which they belong. Individuals on the Executive Board are encouraged to express their point of view objectively and respectfully about the decision and recommendations of the Executive Board as a whole, by having their name associated with specific items and positions in the minutes of Executive Board meetings. However, once a decision has been made by the Executive Board, all members are expected to support it.

The **fiduciary responsibilities** of all Executive Board members are:

- **Duty of Care:** Exercise reasonable care as a steward of APHA. Be informed; be familiar with financial status; engage in meetings and functions.
- **Duty of Loyalty:** Give undivided loyalty to APHA when making decisions; act in the best interests of APHA. Do not use inside information for personal gain.
- **Duty of Obedience:** Be faithful to APHA's vision and mission; ensure that resources are used wisely to accomplish the mission.

The focus of the Executive Board is on oversight of the Association with a focus on high level vision, strategy and policy. Executive Board candidates should not run on an individual platform, but rather consider ideas, strategies, experiences and skills they can bring to the Board to advance the overall [mission, vision and values](#) of the Association. The duties of the Executive Board include:

### Financial Oversight and Development

***The Executive Board oversees financial and investment matters of the association. The Executive Board has a fiduciary duty to protect APHA's assets and provide financial resource for its programs and activities in keeping with the mission, vision and non-profit status***

- Trustee of APHA properties
- Approve budgets/publish summaries of budget
- Recommend methods for procurement of funds (dues schedule to be approved by the Governing Council)
- Broker relationships for growth and impact and assist in the identification, cultivation, and maintenance of financial donors

### Mission/ Strategic Plan

***The Executive Board has a duty of loyalty to ensure APHA stays true to its purpose and mission as expressed in the strategic plan***

- Advises the Chief Executive Officer as requested
- Every 5 years hires and assists consultant in gathering info from staff, members and key stakeholders to develop a strategic plan; in interim monitors implementation of and adherence to strategic plan

**Hiring and Evaluating the Chief Executive Officer**

***The Executive Board has one employee, the Chief Executive Officer, to whom the overall management of the Association is delegated***

- Hire, set compensation, and evaluate the Chief Executive Officer
  - The Executive Board is NOT involved in issues of management and oversight of staff other than the Chief Executive Officer.
- Appoints AJPH Editor-in-Chief

**Policy**

- Monitors operation of the policy brief development process and adopts interim policy briefs in effect until next Governing Council meeting
- Commission the development of interim policy briefs
- Act on professional standards on behalf of APHA

**Governance**

- Establish and discontinue Forums and recognize or remove recognition of Caucuses
- Establish membership eligibility and determine dues rates
- Coordinate, review and act on committee, board and council recommendations
- Authorize establishment of, appoint members and designate chairs of boards and committees
- Endorse proportional representation of Section to Governing Council on an annual basis
- Adjudicate reported violations of APHA Code of Conduct; terminate membership based on Code of Conduct policy and procedures
- Approve rules and regulations relating to governance of Sections or delegate responsibility to the Intersectional Council
- Direct the issuance of APHA publications
- Carry out policy of the Governing Council between annual meetings

There are seven standing committees of the Executive Board to aid in carrying out these duties: Social Responsibility, Development, Executive, Finance and Audit, Governance, Personnel, and Strategic Plan. "Elective Board" members (those elected by Governing Council) are required to serve on a minimum of two committees. In addition to service on the Executive Board, Elective Board members also serve as voting members of the Governing Council and are expected to participate in all Governing Council sessions which is in session for a 2.5 hour virtual meeting in June and in-person the Saturday afternoon and Tuesday morning of the Annual Meeting with additional orientations, trainings, and discussions held virtually throughout the year. Additionally, Executive Board members participate in various special functions at the Annual Meeting.

Successful candidates must be able to participate in six Executive Board meetings (in-person and virtual) per year, three of which occur over 2-3 days (in January, May and October); meetings of multiple Committees of the Executive Board (typically monthly or bi-monthly one-hour virtual meetings); and all meetings of the APHA Governing Council. In addition, participation in ad-hoc meetings of the Board or meetings of Standing Committees may be required as necessary.

**Period of Service:**

Elective Members of the Board, serve for staggered four-year terms. After completion of a full term, Elective Members are ineligible for reelection for at least one year. Election to the Executive Board terminates other Association appointments.

Terms begin at the close of the Annual Meeting at which an Executive Board member is elected and terminate at the close of the Annual Meeting at the expiration of the member's respective term.

**Eligibility:**

All active members with a track record of leadership within APHA are eligible to apply as a potential nominee for candidacy for the position of the Executive Board. This may include service in a leadership role(s) within any of the APHA member units including Affiliates, Sections, Caucuses, Forums and/or on APHA-wide Boards or Committees. Nominees should demonstrate both their knowledge of APHA structure and processes, as well as leadership within the field of public health; strong interpersonal, collaborative and problem-solving skills; and organizational management and governance experience. Experience on a nonprofit board is desired but not necessary.

**Financial Expectations:**

Those elected to the Executive Board can expect the following:

- Each Executive Board member is responsible for their Annual Meeting conference registration fee, travel expenses, meals (Saturday through Wednesday) and hotel accommodations (Friday to Wednesday) to attend the Annual Meeting. Attendance at the Annual Meeting is required.
- All Executive Board members are required to pay dues and maintain membership in their state Affiliate throughout the duration of their term on the Executive Board.
- As with any governing board, Executive Board members are expected to participate annually in the Association's development efforts in ways that align with their individual capacity, interests and comfort level. Donations of any amount are welcomed and count toward this goal, including gifts made to any APHA giving area from the beginning of the fiscal year on July 1 through the conclusion of the Annual Meeting for the current leadership year. If you have questions or would like to discuss participation options, please contact the Development Office at [development@apha.org](mailto:development@apha.org).
- APHA will cover Executive Board members' travel expenses to attend each in-person Executive Board meetings in Washington, D.C. (according to APHA's travel policy these usually cover the designated hotel, air or ground travel, meals and appropriate out of pocket expenses).
- APHA will also cover the two nights of hotel accommodations for (usually Wednesday and Thursday nights) and two days of meals (Thursday and Friday) the Executive Board meeting preceding the Annual Meeting.

