

APTA BOARD-APPOINTED GROUP PROCESS



DETAILS OF APTA'S BOARD-APPOINTED GROUP PROCESS

Annual program of work and charge

The Board-appointed group process shall be positioned within the annual planning cycle such that the Board of Directors (Board) determines the important work for the year and the Board-appointed groups (committees and task forces) needed to do that work in the context of its strategic planning process. Once the Board has determined the Board-appointed groups needed for the year (including reviewing, affirming, adjusting, and/or disbanding groups) it will establish names and details (charge, number of members, terms of service, etc). Appointments will be made on an annual cycle, unless critical and urgent needs arise. The Board will charge its appointed groups with achieving annual priorities in alignment with the Board's strategic plan and core function outcomes.

Recruitment

All volunteers shall go through the APTA volunteer pool for selection to any volunteer opportunity, and the leadership shall uphold the fidelity of this process. APTA will develop an electronic volunteer pool mechanism that is efficient and transparent and sets an expectation for inclusiveness and outreach to underrepresented groups. The calls for participation will include a set of APTA-identified leadership attributes and characteristics that members can self-assess as part of the application process. The volunteer pool will allow volunteer applicants to self-identify interests, preferences, and relevant expertise. New volunteers may be tapped for shorter or less critical assignments to bring new and unknown APTA members into a volunteer leadership network. All prospective volunteers will be invited to participate in an online "overview of nonprofit governance" program that explains APTA's mission, vision, and strategic plan; the responsibilities of participation, including management of conflict of interest, confidentiality, and civil discourse; and the structure, purposes, and roles of different volunteer opportunities.

Selection

A Board Workgroup on Appointments (BWGA) will vet the individuals in the volunteer pool interested in serving on Board-appointed groups (committees and task forces). The BWGA will be comprised of 5 Board members. Staff will generate a list from the volunteer pool of members with expressed interest in serving on a Board-appointed group and forward the list to the BWGA. The BWGA will select the members it feels are best qualified for each Board-appointed group and send the names to the APTA president. The president will select and propose members to the full Board for approval and will identify a Board member to serve as chair of each appropriate committee and task force, replacing the current process of appointing a Board Liaison to each Board-appointed group.

Appointment

The Board will be able to review the list of qualified candidates to all Board-appointed groups (committees and task forces). The Board will review and approve appointments for committees and task forces, while APTA staff will vet and select the volunteers for workgroups. A formal letter will invite appointees to Board-appointed groups to serve and will include the charge, anticipated work, and timeline.

Orientation

As mentioned above, all prospective volunteers will participate in an "overview of nonprofit governance" program either prior to or immediately following their appointment/selection, which will be tracked via the volunteer pool. Additionally, Board-appointed group leaders will review the charge, anticipated work plan, and timeline, as well as explain specific opportunities to contribute, with the appointed group members.

Work

The Board will direct the work of the Board-appointed groups (committees and task forces). This means the Board-appointed groups will carry out the directions from the Board; they will not direct but may inform the work of the Board. The Board will establish the priority of the work and a deadline, if applicable, in the charge to the Board-appointed group. Guided by their charge and the resources the Board has authorized to support their work, Board-appointed groups may conduct their work through face-to-face meetings, conference calls, and online collaboration.

Reporting

Board-appointed groups will provide progress reports in response to the charge from the Board and at their discretion and will provide a final report on the charge and annual work plan. Any appointed group may query the Board for further guidance in achieving its work plan if its charge or APTA policy and precedent provide insufficient clarity on how the appointed group should proceed on an issue.

Evaluation and Feedback

All Board-appointed groups (committees and task forces) will be reviewed and assessed annually for their satisfaction with and contribution to the Board's work. Board-appointed groups that are no longer needed to fulfill the Board's program of work will be disbanded. APTA also will establish a process, tied to leadership development and consistent with Board self-assessment, to seek and provide feedback and follow-up to individual volunteers with respect to their Board-appointed group role. This process could include an annual query to volunteers to ascertain their willingness to continue service; training for key volunteer and staff leaders on how to have critical conversations about APTA expectations; and mentoring for new volunteers.