



## **A.L.P.O. Board Guidelines**

**written and edited by**

**A.L.P.O. Board of Directors**

**May 22, 2002**

## I. BOARD GUIDELINES

### A. Board's Mission

The A.L.P.O. Board's mission can be defined under the heading of four roles expressed below:

1. Establishing policy in the operations of the A.L.P.O. including oversight of the observing programs, approval of publications, and presiding over events such as the conventions and other meetings.
2. Overseeing the administration of the A.L.P.O. by its officers in meeting legal obligations for its nonprofit status with the Internal Revenue Service.
3. Create a sense of mission and leadership by instilling both interest and enthusiasm for the A.L.P.O. and its goals.
4. Resolving conflicts over Staff assignments and keeping personnel accountable to the A.L.P.O. Board.

### B. Board Member Qualifications

A person applying for A.L.P.O. Board membership should be considered for admission under the following criteria:

1. Serving as a current section coordinator or having served as former A.L.P.O. staffer in such a capacity or other demonstrated ability to serve the purpose of the A.L.P.O. including "outside directors" that are non-members but whose knowledge and experience may benefit the Board of the A.L.P.O..
2. Willing to work on administrative duties.
3. Accepting work on special projects when needed.
4. Committed to attending most conventions.
5. Committed to putting the best interests of the A.L.P.O. first when making any business decision affecting the organization.

The actual submission for application to the A.L.P.O. Board should include a written request for inclusion. It should be accompanied by two letters of reference endorsing the applicant for A.L.P.O. Board membership. A majority Board vote in favor of inclusion of the applicant will grant the applicant induction into the Board. For further qualifications of Board membership see Article IV in the A.L.P.O. By-laws.

### C. Conduct & Accountability

Staff members become A.L.P.O. Board members because of their past commitment to the A.L.P.O. and because of their vision/ability to achieve long-range goals of the A.L.P.O.. Of course, more responsibilities are conferred upon Board members in setting policy and long-term management of the A.L.P.O.. So a Board member ensures that

the organization achieves its purpose. A Board member's duties can be defined under three simple descriptions:

1. Performing duties in Article IV of the By-laws as a director on the A.L.P.O. Board.
2. Performing administrative duties as an officer in the A.L.P.O..
3. Performing current section coordinator duties if applicable.

Observance of these activities and responsibilities insures the smooth running of the A.L.P.O., and confidence among Staff and members in the stability of this organization.

D. Remediation Process For Board Members

The process for resolving issues of misconduct or non-productivity should be patterned after Article II of The Standing Rules for Procedures For Staff Management and Article IV., Section 17 of the A.L.P.O. By-laws.