



APPE Board Expectations

APPE Board members are expected to:

- Provide long-range vision and planning skills necessary for the Association's continued growth and development.
- Participate in scheduled Board meetings, including, but not limited to, any in-person meeting(s) as well as virtual ad hoc meetings. At this time, there are two annual, full-day board meetings: in person the Wednesday before the conference, and virtually the first Saturday in August.
- Attend the annual conference. Please keep in mind that APPE does not cover Board Members' conference registration fee or travel expenses related to travel for the conference and the in-person board meeting.
- Participate in one or more Board committees and/or serve as a liaison with one of APPE's Affinity Groups.
- Support the growth of APPE membership by bringing new members and encouraging renewal of lapsed members.
- Support the success of the annual conference by organizing or encouraging submissions for a program session, participating in reviews of papers or awards, securing sponsorships, and/or promoting attendance within their networks.
- Promote APPE as a resource for consultation and ethics research partner to bring opportunities for participation in new practical and applied ethics initiatives.
- Promote the growth and development of APPE's signature programs (e.g., APPE RISEsm, APPE IEB®) throughout professional and academic networks.
- Communicate regularly with the Executive Director on matters related to the Association.
- Contribute an annual donation to the Association. This contribution can be \$5 or \$5,000; we just ask that it's an amount that is of meaningful value to the contributor.
- Engage in an annual self-review with their fellow board members.

Roles & Responsibilities of Nonprofit Board Members

The following descriptions are from by Richard T. Ingram's Ten Basic Responsibilities of Nonprofit Boards and adapted by the Minnesota Council of Nonprofits and APPE Board members.¹

Members of the board of directors are trustees who act on behalf of the organization. The basic responsibilities include, but are not limited to:

- Determining the organization's mission and purpose
- Securing adequate financial resources for the organization to fulfill its mission
- Assisting in the development of the organization's annual budget and ensuring that proper financial controls are in place
- Adhering to legal and ethical standards and norms



- Overseeing a corporate risk management program and ensuring corporate compliance
- Supporting and evaluating the chief executive with the goals of the organization in mind
- Ensuring effective organizational planning
- Determining which of the organization's programs are consistent with its mission and monitoring the effectiveness of these programs
- Defining prerequisites for potential new board members, orienting these new members, and periodically evaluating performance
- Clearly defining and articulating the organization's mission, accomplishments and goals to gain support from the community and enhancing the organization's public image

Overall, board members have a duty of loyalty to the organization, its staff and other board member.

The board of directors should be open to self-evaluation and regularly review their own composition to ensure constituent representation, board expertise and commitment.

Boards also are responsible for evaluating and determining compensation for the executive director.

Board members perform their responsibilities through regular meetings and a committee structure that is appropriate for the size of the board and organization.

Board members are responsible for arriving at meetings well-prepared and ready to engage in thoughtful dialogue.

The board is ultimately responsible for the performance of the organization in all areas of its work and should ensure that the organization is in compliance with state and federal law. The following checklist of tasks nonprofits are legally required to perform is neither intended nor to be construed as legal advice.

- Organizations with more than \$25,000 in financial activity should file IRS Form 990 with the IRS.
- Complete an audit if the organization's total revenue exceeds \$750,000 in a year.
- Report a change of name, address or amendments to the articles of incorporation to the Secretary of State and pay any necessary fees for changes.
- Make the IRS Form 990 and Form 1023 available to the public.
- Report any Unrelated Business Income to the State Department of Revenue and the IRS, and send tax payments with IRS Form 990T.



- Withhold taxes from employees, and send withholding payments to the IRS and State Department of Revenue.
- Comply with laws that affect all employers, including Americans with Disabilities Act, Occupational Safety and Health Organization, Fair Labor Standards Act, Federal Insurance Contribution Acts, COBRA and Family Medical Leave Act.
- Report any lobbying activities on the IRS Form 990, and register as a lobbyist as required.
- Give receipts to donors for contributions over \$250.
- Collect sales tax as required on items sold by the organization, unless tickets are sold to performances by a performing arts organization.
- Get court approval for distribution of assets.
- Register with the gambling board if the organization conducts charitable gambling activities.
- Pay property taxes or obtain an exemption from the county where the property is located, if the organization owns real property.
- Pay regular bulk mail rate or obtain a nonprofit bulk mail permit if the organization sends bulk mail.
- Comply with the terms of donations; promises made to donors are legally binding.
- Funds given for specific projects or programs need to be kept separate.
- Comply with state law regarding conflicts of interest.
- Record minutes of board and annual meetings.

Individual members of the board are required to:

- Attend all board and committee meetings and functions, such as special events
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Make a personal financial contribution to the organization or secure sponsorships
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

¹<http://www.minnesotanonprofits.org/nonprofit-resources/leadership-governance/boardbasics/roles-and-responsibilities-of-the-nonprofit-board>.