



## Open Leadership Position: Executive Board (3)

### Description:

APHA's Executive Board is a 24-member body that serves on behalf of the Governing Council and APHA as whole<sup>1</sup> and meets regularly throughout the year to discuss Association business. The responsibilities of an Executive Board member are:

1. **Policy:** The Executive Board carries out established Association policies and adopts interim public policy between meetings of the Governing Council. The Executive Board transmits an annual report of its proceedings and transactions to the Governing Council.
2. **Management:** The Executive Board appoints the Executive Director and defines terms of employment. It assures proper direction for the administrative work of the Association. In fiscal affairs, the Executive Board acts as trustee of all Association resources, plans the procurement of funds, authorizes establishment of accounts, approves disbursement arrangements, grants signatory powers, determines amount of bond and selects the Association auditor. The Executive Board also approves and establishes annual budgets for Association work.
3. **Program:** The Executive Board reviews and coordinates the recommendations of Association boards and committees. It defines and approves various policies and procedures relating to Affiliates, Sections and other components. It acts on all technical standards, is the official accrediting body for the Association publications and designates the time and place of APHA Annual Meetings.
4. **Membership:** The Bylaws give the Executive Board authority and responsibility for specific membership functions relating to election, finances, and termination. These vary by type of membership, but generally the Executive Board prescribes election procedures and establishes dues subject to Government Council approval.
5. **Deployment:** Except for a few specified exceptions, the Executive Board approves the appointments of the membership to all Association boards and committees. With respect to committees, it is empowered to authorize and establish, define responsibility and period of activity, determine size and terms of office, and appoint members and designate chairs. The Executive Board is charged to monitor diversity of all committees. It also appoints the parliamentarian and, the editor-in chief of the *American Journal of Public Health* and fills interim Executive Board vacancies.

### Period of Service:

Members of the Executive Board who are elected by the Governing Council, known as Elective Members, serve for staggered four-year terms. Others on the board who are there because of their position serve for the length of that position (e.g., ISC Chair is a one-year term). 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 of APHA are eligible to apply as a potential nominee for candidacy for the position of the Executive Board. Persons considering submitting an application are expected to have a substantive track record of leadership within APHA and within the field of public health, have good interpersonal skills, have time available to participate in three in-person meetings, three webinars/conference calls and several committee meetings of the Executive Board, as well as participate in designated meetings in the days prior to and during the full period of APHA's Annual Meeting. Experience on a nonprofit board is desired but not necessary. Experience with governance or previous leadership position is desired but not essential.

**Financial Expectations:**

Those elected to the Executive Board can expect the following:

- APHA will cover your traveling expenses to attend the two in-person meetings per year in Washington, D.C. (January and May 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 for the Executive Board meeting preceding the Annual Meeting (Usually Wednesday and Thursday nights) hotel accommodations, meals (Thursday and Friday), and appropriate out of pocket travel expenses related to the board meeting. Executive Board members are 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.
- As with any governing board, there is an expectation Executive Board members will annually participate in the association's development efforts within the individual's comfort level.

<sup>1</sup>One represents the entirety of APHA, not just the Section, Affiliate, Caucus, Student Assembly that may have been instrumental in getting one elected or appointed to the Board.