



Board Director

The Board will support the work of AZPE and provide mission-based leadership and strategic governance. While day-to-day operations are led by AZPE's Executive Director, the Board and ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Board members must have at least one year of membership completed before applying to join the Board. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the Executive Director as s/he develops and implements AZPE's strategic plan.
- Reviewing outcomes and metrics created by AZPE for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings.
- Approving AZPE's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the ED directed and delivered by the President of the Board.
- Collaborating with the ED and board chair in identifying and recruiting other Board Members.
- Partnering with the ED and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing AZPE to stakeholders; acting as an ambassador for the organization.
- Ensuring AZPE's commitment to a diverse board and staff that reflects the communities AZPE serves.

Support

AZPE Board Members will consider AZPE a priority and contribute resources and/or influence reflecting that priority. So that the AZPE can credibly solicit contributions from foundations, organizations, and individuals, the AZPE expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

AZPE's Board Members will serve a two year term to be eligible for re-appointment for two additional terms according to the most recently revised version of the Bylaws. Board meetings will be held bi-monthly and committee meetings will be held based on a mutually agreed upon schedule. All Board members must participate in a Board Orientation program annually or as provided by the Board Development committee.

See Officer positions on next page.

President

The President of the Board should possess all the qualities, abilities and resources of a Board Director, plus the following:

- Keen understanding of the Board's relationship to the Executive Director; the ED leads the Organization and the President leads the Board of Directors.
- Leadership and management experience commensurate with upper management positions within a typical corporation structure. The President should have experience leading creative, independent and visionary leaders.
- Working with the Executive Director regarding the strategies, board governance, consensus building, community outreach.
- Leveraging board members to accomplish goals within the Organization's strategic plan.
- Familiar with and comfortable leading teachers, administrators and education professionals.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Chairs meetings of the Board after developing the agenda with the Executive Director.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about AZPE's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/ her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members. One year of service as a board director is required.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant leadership accomplishments in education.
- A commitment to and understanding of AZPE's stakeholders and members, preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of teachers.

Vice-President

The Vice-President of the Board should possess all the qualities, abilities and resources of a Board Director, plus the following:

- Interest in serving as the President.
- Time and commitment to learning the role of President during a one year term as Vice President.
- Ability to monitor committees and involvement of Board members.
- Skill in working with the President to administer the Organization's strategic plan

Secretary

In addition to the Board Director description, the Secretary is responsible for the following:

- Charge of books, documents, and papers as the Board of Directors may determine. Generally limited to the Minutes while the Executive Director maintains a set of the organization's documents.
 - Maintaining an accurate record of Meeting Minutes as conducted by the Board of Directors and filed electronically in the AZPE Board of Directors digital folder.
 - Establishing/maintaining a running history of meeting minutes.
 - Maintaining all corporate records, including signing and be responsible for the minutes of all Board meetings
 - If the Board elects to have another person take minutes, the Secretary still maintains control of the final copy.
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Treasurer

The position of Treasurer is suggested to be an education professional with financial management experience. The Treasurer is responsible for working with the ED to review final annual budgets and understanding quarterly financials. A thorough knowledge of financial reports is essential.

In addition to the Board Director description, the Treasurer is responsible for the following:

- Treasurer shall review all financials, and periodically review any financial records, to such regulations as may be imposed by the Board of Directors.
- He/she may be required to give bond for the faithful performance of his/her duties, in sum and with such sureties as the Board of Directors may require.
- When necessary or proper he/she may endorse on behalf of the organization for collection checks, notes, and other obligations, and shall deposit the same to the credit of the organization at such bank or banks or depository as the Board of Directors may designate. This includes being a designed signer on the organization's checking account and/or savings accounts.
- Sign all checks of the organization and all bills of exchange and promissory notes issued by the organization, except in cases where the signing and executing thereof shall be expressly designated by the Board of Directors or by these By-laws to some other officer (the Executive Director) or agent of the organization.
- Make such payments as may be necessary or proper to be made on behalf of the organization. He/she shall, in general, perform all the duties incident to the office of Treasurer, subject to the control of the Board of Directors.
- Checks of this organization are to be signed by signers listed on the bank account or, in the absence of either or both, by any two (2) officers listed on the banking account.