

## **IAPA EXECUTIVE BOARD MEMBER'S DUTIES & RESPONSIBILITIES (2019)**

### **1. Three primary legal duties of an IAPA Board Member**

- **Duty of Care**

To take care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and to provide oversight for all activities that advance IAPA's effectiveness and sustainability.

- **Duty of Loyalty**

To take decisions in the best interest of the organization; not in his or her self-interest.

- **Duty of Obedience**

To ensure that the association obeys applicable laws and acts in accordance with ethical practices, adheres to its stated purposes and advances its mission through its activities.

### **2. Individual Board member responsibilities**

- Attend all board and committee meetings and functions, such as special events.
- Be 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.
- 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.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### 3. **What are the requirements and characteristics an IAPA Board member should have?**

- Belong to an IAPA Full member organization (voting or non-voting)
- Passion for the au pair programme in general and for IAPA's mission
- Being able to communicate the passion
- Desire to bring in her/his skills to the organization
- Be prepared to dedicate time to work for the Board
- Willingness to act as the association's ambassador
- Be prepared to travel on behalf of IAPA including holding workshops abroad
- Duty to attend and actively participate in IAPA's events (WETM-IAC, Workshops) most importantly the Annual General Meeting AGM
- Very good communication skills in English

### 4. **Why become an IAPA Executive Board member?**

- Receive the opportunity to directly influence and shape IAPA's work
- Work in a team of passionate industry experts
- Gain visibility
- Obtain interesting new insights into the industry
- Improve one's CV

### 5. **Executive Board Meetings**

The IAPA Executive Board usually holds

- One Board call once a month
- One in person meeting before WETM-IAC
- Annual General Meeting (usually during WETM-IAC)
- One in person meeting during the year- e.g. during a workshop abroad

However, more in person meetings may be required. Chair and treasurer usually are required to have additional meetings and/or calls with the Managing Director.

## 6. Travel costs/ reimbursements

- IAPA Board members serve the association on a voluntary basis and do not receive any payment for their commitment.
- IAPA pays for travel costs to Board meetings or workshops (except during WETM- IAC).
- Registration fee, travel and hotel expenses, for WETM-IAC have to be covered by the Board member and are not reimbursed . Only hotel costs to attend Board meeting pre or after WETM-IAC will be reimbursed.
- With regards to the Duty of Care (prudence with IAPA's assets) Board members shall always make sure to choose the less costly travel options and communicate price and connections to the Managing Director before making their travel arrangements.
- If a Board member wants to upgrade their flight or hotel options they will have to pay for the difference themselves.

Reimbursement is only possible against receipt

## 7. Confidentiality

IAPA Board members are obliged to treat all IAPA related information and content confidentially unless otherwise agreed on by the Board. This includes discussions in Board meetings, e-mails, letters or other communication.

The Board member should therefore make sure that IAPA relevant e-mails can only be read by her/himself and not by other employees or co-workers within their own organizations.

### Social Media

Board Members should respect the privacy rights of their co-Board Members and IAPA staff and must not disclose information about work-related events involving other Board members without obtaining their permission. Board members /employees must not post photographs or images of any Board members on social media sites without having their permission to do so.

## 8. Special roles on the IAPA Board and their duties

### 8.1 The Chair

The Chair of the Board shall, if present, preside at all meetings of the Board, act as a liaison between the Board and the Managing Director to help ensure the Board's directives and resolutions are carried out, and exercise and perform such other powers and duties as may be from time to time prescribed by the Board.

## Duties of the Chair

- Leading the Board to carry out its governance functions
- Ensuring the Board has approved policies to help ensure sound and compliant governance and management of the organization
- Assessing the performance of the Board
- Assuring ongoing recruitment, development, and contributions of Board members
- If possible weekly (at least biweekly) calls with the Managing Director
- Partnering with the Managing Director to help ensure the Board's directives, policies, and resolutions are carried out
- Agreeing on annual objectives and coordinate an annual performance review with the Managing Director
- Creating agendas for meetings of the Board in cooperation with the Managing Director
- Presiding over meetings of the Board
- Serving as an ambassador and alternate spokesperson of the organization and advocating its mission to internal and external stakeholders

## 8.2 Treasurer

The Treasurer is charged with overseeing the management and reporting of the organization's finances.

Since the organization's financial management is directly tied to the Treasurer's responsibilities, the Treasurer's execution of her/his responsibilities will have a strong impact on the members' and public's perception, trust, and assurance in the organization as a whole. Treasurers should have skills such as financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions.

## Duties of the Treasurer

- Attend all Board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives

- Understand financial accounting for (nonprofit) organizations
- Manage the Board's review of and action related to the Board's financial responsibilities
- Work with the Managing Director to ensure that appropriate financial reports are made available to the Board on a timely basis
- Work with the Managing Director on preparation of an annual budget
- Present the annual budget to the Membership for approval
- Oversee appointment/retention of suitable IAPA auditors. Review the annual audit and answer board members' related questions ahead of presentation to the membership
- Present the financial report and budget to the membership during the AGM

A skilled Treasurer should be able to translate financial concepts and information for Board members who do not have financial backgrounds or substantial financial experience. The Treasurer should spend time learning the particulars of the organization's finances and the applicable laws. The Treasurer can be most effective to the Board when she/he is facilitating and encouraging the Board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.

Ultimately, while financial management is the primary focus of the Treasurer, the entire Board shares the responsibility of financial oversight and accountability.

#### Sources:

##### IAPA Constitution

- <https://www.iapa.org/about/constitution/>
- [https://www.bridgespan.org/insights/library/hiring/nonprofit-job-description-toolkit/board-job-descriptions#.VyBaPWM3d\\_e](https://www.bridgespan.org/insights/library/hiring/nonprofit-job-description-toolkit/board-job-descriptions#.VyBaPWM3d_e)
- <https://www.thebalance.com/what-the-heck-do-nonprofit-boards-do-2502281>
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