LAPCAE 2020 Board Requirements and Descriptions

ELECTIONS ARE HERE! ALL OFFICES ARE OPEN! Are you ready to serve? Come help build our future together with collaborative teamwork! Nominations begin on July 1, 2020!

Timeline for the process:
1. Nominations: July 1 – August 30, 2020
2. Voting: September 15 – October 15, 2020
3. Winners announced October 20th

Everyone is up for re-election this year. However, in order to prevent that from happening again in 2 years, the positions of
- Odd Numbered Regional Representatives (Regions 1, 3, 5, 7)
- Vice President, &
- Secretary
will be running for terms of 3 years instead of the usual 2 (for this one time only).

All prospective Board Members, regardless of position, should understand that there are some core principles & requirements before running.

Principals and Requirements

1. This is a VOLUNTEER commitment done in collaboration with people across the state of Louisiana.
   1. It is expected that you will have to do some work for LAPCAE outside of your usual business hours & days.
   2. Be prepared for a lot of email & online communication!

2. “Regular,” Board Meetings will be held (at minimum) 4 times per year.
   1. For FY 20-21, all board meetings will be announced and scheduled no less than two months in advance.
   2. These meetings generally occur on Fridays from roughly 9am-3pm.
   3. The meeting format – either virtual or in-person - will be declared at the time of the meeting announcement and will be based on external health considerations, board consensus, activity requirements, and/or other pertinent factors.

3. Additional official/regular meetings can & will be scheduled by phone/video chats, as deemed necessary.
   1. All board members should learn or seek help in making sure they have the technology & knowledge to join these meetings, ahead of time.
   2. Additional board meetings should be announced & scheduled no less than two weeks in advance.
   3. All board members should treat these virtual meetings as seriously as in-person ones and do their very best to attend.

4. This year only, Board Member Terms for odd numbered regions, Vice President, and Secretary will run for three years instead of two. All other positions will run for two (2) years, except for President-Elect which runs for four (4).
   1. With these multi-year terms, you will have the ability to make a solid impact & change in how Adult Education is seen and done in Louisiana!
   2. Through board and committee work, you will have the opportunity to make professional & personal connections with other Adult Education leaders throughout the state!
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## BOARD POSITION DESCRIPTIONS

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| **President-Elect**        | Essentially *“president to-be”* -- the President-elect’s duties are to assist the President with general supervision of the board.  
This includes (but is not limited to):  
- developing agendas & presiding over board meetings  
- supervising all committees & board initiatives  
- having the authority to execute documents & obligations of the board as leader  
- serving as the secondary point-person for yearly conference logistics  

The President-elect should expect to be in weekly to bi-weekly communication with the President and the Executive Director, spending an average of 8–9 hours per month on LAPCAE business.  

**Appreciated Qualities for this position:**  
- leadership & the ability to make executive decisions  
- long & short-term strategic planning  
- strong communication skills |
| **Vice President**         | The Vice President’s duties focus on the LAPCAE membership & Regional Representatives.  
With the assistance of LAPCAE’s Executive Director, the Vice President will:  
- maintain & review the accuracy of membership records  
- be the point person and leader for membership recruitment campaigns  
- oversee the Regional Representatives & coordinate their regional interactions and meetings with membership  
- serve on the Advocacy Committee  

The Vice President should expect to be in bi-weekly to monthly communication with the President and Regional Representatives, spending an average of 6–7 hours per month on LAPCAE business.  

**Appreciated Qualities for this position:**  
- attention to detail & willingness to do some data work  
- experience & comfort with leading a team/multiple teams  
- knowledge (or willingness to learn) of how to coordinate conference calls & video chats |
| **Treasurer**              | The Treasurer’s duties focus on LAPCAE’s spending & revenue goals.  
With the assistance of LAPCAE’s Executive Director, the Treasurer will:  
- maintain & review the accuracy of financial reports  
- be the point person and leader for the creation of & adherence to yearly budgets and financial policies (includes LAPCAE conference)  
- ensure that the Executive Director files all necessary documents to remain in compliance with the State of LA & the IRS  
- serve on the Finance/Fund Development Committee  

The Treasurer should expect to be in bi-weekly to monthly communication with the President and the Executive Director, spending an average of 6–7 hours per month on LAPCAE business.  

**Appreciated Qualities for this position:**  
- attention to detail & willingness to do some accounting work  
- experience & comfort with budget creation  
- knowledge (or willingness to learn) of how to coordinate conference calls & video chats |
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## Secretary
*(Executive Board)*

**The Secretary’s duties focus on LAPCAE’s internal & external communication.**

With the assistance of LAPCAE’s, Executive Director, the Secretary will:

- oversee & guarantee the publication of board meeting agendas and minutes
- transfer, organize, and maintain LAPCAE’s important documentation online
- be the point-person and leader for the creation & update of content on LAPCAE’s website and social media accounts
- serve on the Advocacy Committee

The Secretary should expect to be in **bi-weekly to monthly** communication with the President and the Executive Director, spending an average of 6-7 **hours per month** on LAPCAE business.

**Appreciated Qualities for this position:**

- experience & comfort with online platforms--Facebook, Google drive, Dropbox, etc.
- excellent written communication skills
- knowledge *(or willingness to learn)* of how to coordinate conference calls & video chats

## Regional Representative

**The Regional Representatives’ duties focus on the cultivation of relationships within their regions (LAPCAE members, Workforce Partners, outside interested parties) and the execution of specific projects & initiatives, as per committee assignment.**

With the assistance of the Executive Board, Regional Representatives will:

- function as the bridge between local membership and the board by organizing, promoting, and leading regional LAPCAE meetings
- provide personal and regional feedback as to what LAPCAE’s efforts should focus on
- serve on at least one committee & perform assigned tasks as decided by committee

Regional Representatives should expect to be in **(at least) monthly** communication with the Vice President & their assigned committee(s), spending an average of 5 **hours per month** on LAPCAE business.

**Appreciated Qualities for this position:**

- leadership & commitment to follow-through
- experience & comfort with public speaking
- knowledge of *(or willingness to learn)* how to be a conference call & video chat attendee