

All Parks Alliance for Change

Board of Directors

Board Member Job Description

Organization Background. APAC is a statewide organization of manufactured (mobile) home park residents focused on education, leadership development, and grassroots organizing. Located in St. Paul, APAC serves as a tenant's union for park residents in Minnesota. The organization's programs include tenant advocacy, community organizing, housing preservation, and state policy advocacy.

Fiduciary Responsibilities. Under Minnesota law, the board of directors is responsible for the affairs of APAC and its proper management and for appointing or assigning responsibilities to the appropriate officers, committees, and staff to carry out the running of the organization.

Board members have three fiduciary duties:

- **Duty of Care** – Board members must carry out their duties in a prudent manner, in good faith, and in the best interests of APAC.
- **Duty of Loyalty** – Board members must put the good of the organization first and not use their position to inappropriately benefit themselves or family members.
- **Duty of Obedience** – Board members must ensure that APAC is operating in compliance with state and federal law and its own bylaws.

Primary Responsibilities.

- Participate in conducting the major functions of the APAC board, including:
 - ✓ Choosing APAC's issues, programs and projects.
 - ✓ Approving the annual budget and overseeing APAC's finances.
 - ✓ Hiring, evaluating, and, if necessary, terminating the Executive Director.
 - ✓ Establishing organizational policies.
 - ✓ Developing and monitoring APAC's strategic plan.
 - ✓ Conducting the annual planning process and developing the Annual Work Plan.
 - ✓ Creating board committees.
 - ✓ Electing and, if necessary, removing board officers.
 - ✓ Certifying and reviewing the status of parks as APAC chapters.
 - ✓ Identifying bylaws changes and recommending them to the membership.
- Prepare for each board meeting by reading the board packet and other materials.
- Maintain a current knowledge of APAC's issues, programs and activities.
- Attend all regular and special board meetings. Participate actively and provide input.
- Notify the president or executive director if you are unable to attend a meeting.
- Serve on at least one committee and actively participate in meetings of the committee.
- Provide a two-way communication link between your park chapter and the APAC board.
- Remain a member in good standing.
- Recruit members in your park and work to maintain your park's chapter status.
- Identify potential park chapters or board members.
- Assist in fundraising activities, such as the St. Paul Saints fundraiser, the Headwaters Foundation's Walk for Justice, and foundation grant site visits.
- Attend and participate in APAC events.
- Immediately disclose any conflict of interest and do not participate in related decisions.
- Ensure the prompt investigation of credible reports of mismanagement or inappropriate conduct by board members or employees.