

Serving on the ANPT Board – what does it mean and what is involved

When running for a position on the Academy of Neurologic Physical Therapy's Board of Directors, there are important aspects for you to consider regarding the role, commitment and responsibilities involved. In order to make an informed decision, below is important information for you to consider.

The ANPT is a non-profit, 501c6 organization governed by a Board of Directors and managed by an Executive Office team. The ANPT is an independent organization but also a component of the American Physical Therapy Association. A federated governance structure provides for such a relationship between these organizations. As with any role on a non-profit Board, prior to committing to such service, you should familiarize yourself with how the organization is structured and understand its governance.

General information

1. What is the role of a Director?

Each member of the Board has specific responsibilities based on their role (Communications, Research, etc.). However, all Directors share the same core responsibilities to ensure organizational oversight. The Board is charged with the governance of the ANPT (follow bylaws and Articles of Incorporation), makes and follows a strategic plan, make policies, sets goals and monitors progress. Board members also have a legal/fiduciary responsibility to the organization. This includes following laws, acting in good faith for business decisions, complying with conflict of interest policies and ensuring the best interests of the organization.

2. How much time commitment will this role need from me?

The ANPT Board meets monthly for a 90-minute video meeting. In addition, there are actions that each Director needs to take to ensure their work and the work of their committees move forward. The workload may fluctuate between months.

3. What expectations are there for a Board member?

ANPT Board members are expected to regularly attend Board meetings (including preparing for the meeting by reviewing the agenda and all related supporting documents), stay apprised of issues/needs of the organization, carry out the actions/follow up related to your role and the committees that report to your role. Directors are expected to contribute to organizational discussions to ensure the best decisions are made. The Executive Office supports Board members to assist them in advancing their initiatives.

4. What type of information is presented and discussed at the Board level?

The ANPT Board agenda includes strategic and operational discussion items. This may include updates on the status of the yearly goals for the strategic plan as well as the monthly financial statements. The Board discusses organizational priorities to ensure the needs of the membership are met while also deciding how best to utilize its resources. The Board agenda is prepared by the Executive Director and Board President with input from all Directors.

5. How are the meetings managed?

The ANPT Board President presides over all Board meetings. Each Director is provided with the supporting materials to review prior to each meeting. The Executive Office manages the Board notifications, material production, minutes and assists with action items generated by the decisions of the Board.

6. What type of orientation is offered for new Board members?

New ANPT Board members are invited to an orientation meeting facilitated by the President and Executive Director. Information is shared on the organization, relationship to APTA, committee/SIG structure, financials, programs, Board communication and resources available. The prior Board Director is also a resource for new Board members.

7. How does serving on the Board differ from serving on a Committee or Task Force?

While a Committee or SIG leader tends to be focused on the specific responsibilities to that project or function, a Board member must consider the broader needs of the organization. Board members work on the 'big picture' level instead of the focused work of a Task Force/Committee.

8. How is the Board kept apprised of important information?

It is important that the Board is kept up to date on organizational matters. The Board strives for open communication between Directors and also with the membership they serve. Each Board member is asked to communicate pertinent information with each other as well as the Executive Office. The Executive Office also works to ensure the appropriate information is brought to the Board's attention.

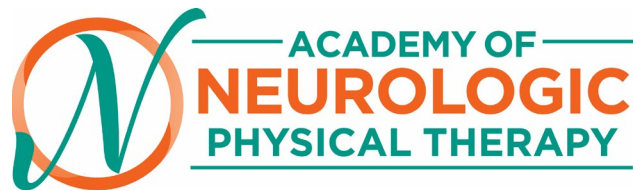
9. What type of experience should I have to serve on the ANPT Board?

While there aren't specific eligibility requirements to serve on the ANPT Board, skills and experiences provide an important framework for the role. At a core level, an engaged ANPT member with a history of volunteer and leadership roles is essential. A Board member will need to have the organization's best interests as their priority. Beyond this, prior experience working with others is key – experience on task force, work groups, committees, or SIG volunteers. Knowledge of non-profits and their governance is not required but helpful. Other valuable skills are strong communication, ability to think strategically, explore options, recommend action, implement initiatives, ability to collaborate with others.

Fiduciary/Governance information

1. Board members have a fiduciary responsibility to the organization, what does this mean?

To serve on a Board is to take on some level of legal responsibilities in regards to the organization. The Directors take on 'duty of care, loyalty, obedience' in regards to their work in the name of the organization. Director's actions must be consistent with laws and the best interest of the organization. In order to accomplish this role, Directors have expanded access to organizational information and staff resources.



2. What type of financial information is reported to the Board?

Financial oversight is an important part of the Board's role. As such, the Board reviews, discusses and approves routine financial statements for the ANPT. The Board receives a balance statement, income statement and investment information monthly.

3. How are conflicts of interest managed for ANPT?

All ANPT Board members will annually complete a conflict of interest statement. These statements are shared with the Board to ensure unbiased decision making for the ANPT.

Serving on a Board of an organization you are committed to can be very rewarding. We hope you find this information help as you consider participating on the ANPT Board.