



AISAP Board of Directors

Before submitting a self-nomination or a nomination for a colleague, please review the important information below regarding AISAP board membership and expectations. Note: AISAP uses the term “Director” synonymously with “Board member.”

1. What skill sets are needed for a nonprofit board to work successfully?

High-performing nonprofit boards are thoughtful and intentional in creating a strategically composed board of directors. Composition ideally reflects diversity in gender/identity, age, race/ethnicity, professional expertise, circles of influence, and personal leadership characteristics. Every board’s ideal composition should be considered regarding the organization’s specific needs, strategies, and life cycle as the board looks forward several years.

AISAP seeks Directors with experience and leadership in the following areas:

- Admission and Enrollment (higher education and/or non public PK- PG)
- Adult Learning
- Business Administration
- Diversity, Equity, Inclusion
- Financial: Accounting
- Financial: Investment
- Financial: Grant-writing
- Governance (Nonprofit/Association)
- Legal
- Public Relations/Marketing/Communications

2. What are the costs and giving expectations associated with Board membership?

Directors are expected to commit their time and talent to AISAP and leverage relationships to help expand membership and brand awareness. Directors should be active members of AISAP and, if applicable, encourage membership by their employers. Costs of attending AISAP meetings are expected to be paid by Directors or their employers (approximately \$5000/yr for board meetings and Annual Institute). In limited circumstances, financial aid for attendance expenses is available.

AISAP Board of Directors

3. What are the expectations of Board members? When do meetings take place?

The AISAP Board is a strategic and working Board. All Directors are expected to attend three Board meetings a year (typically held in three different locations in the US) in September, January, and June, as well as all committee meetings to which they are assigned. All absences are documented and reviewed annually to avoid repeated absences and ensure the Directors' connectivity to the work of the Board.

Directors are expected to review all materials before attending meetings and actively engage in discussions, be knowledgeable of the items requiring action, and serve as a strategic visionary for the association in serving its mission and vision.

Directors are expected to serve as ambassadors of AISAP, including but not limited to membership outreach, marketing opportunities within their networks, leading educational sessions, and attending the AISAP Annual Institute. Attendance at other AISAP events is encouraged; participation allows for Directors to be familiar with AISAP program offerings.

4. What would Directors do if some board meetings fall on dates when they cannot attend? Even with advance notice, Directors don't completely control their organizations' calendars.

We hope that Directors' immediate supervisors can approve attendance in advance to avoid missing board or committee meetings. In the case of an unavoidable conflict, a Director shall communicate with the CEO or Chair for an excused absence. More than one excused absence annually is cause for consideration of dismissal.

5. How much time will Directors need to prioritize for Board/Committee meeting preparation?

Directors will need to plan for travel time to board meetings (Sept, Jan, and June), preparation time, and attendance at the Annual Institute (late June). Dates and locations for the year's three board meetings are generally shared in July. The Executive Director will send meeting dates and materials at least two days in advance of Board meetings. Directors must read the Board materials before attending. Much of the work of the Board takes place in Committees; full participation in Committees may require a couple of hours a month.