



2024 AFA BOARD OF DIRECTORS OVERVIEW

Joining the AFA Board of Directors provides you with an opportunity to drive and influence the decisions of our organization by shaping the governance and initiatives that positively impact the livelihoods of AFA members and their customers. Members who have been in good standing for at least three years are eligible to submit their application via a [short survey](#). After survey submission, AFA staff will follow up to gather additional information about the candidate.

Overview of Board Positions:

- I. [Director](#)
- II. [Chair Elect, Chapter Presidents Committee](#)
- III. [Treasurer](#)
- IV. [Secretary](#)
- V. [President Elect](#)

I. Director

Qualifications for Director

1. Must be a member that has been in good standing for a minimum of three (3) years immediately prior to taking office.

Duties of Director

1. Must be present at Board meetings and prepared to participate, having read all materials prior to coming to the meeting.
2. Must be sensitive to conflicts of interest, legal and practical.
3. Must question any conflict of interest by a Director or staff.
4. Must obtain advice from AFA's staff, lawyer, auditor, or fellow Directors regarding any conflict situation, or information provided to the board which the Director does not understand.
5. Must be sensitive to AFA's financial affairs, an area of particular fiduciary concern.

Term of Office for Director

Each elected Director shall serve a three (3) year term and then may be eligible for re-election. The Directors' terms shall begin on January 1st following their election and shall expire on December 31st of the third year following their election. No Director shall be eligible to serve more than two

(2) consecutive three (3) year terms without the interruption of at least one year, with the exception of a Director who is an officer. The CPC Chair will serve as a Director for the duration of his/her term as the CPC Chair.

II. Chair-Elect, Chapter Presidents Committee

Qualifications for Chair-Elect, Chapter Presidents Committee (CPC)

1. Shall have served as chapter president two (2) years
2. Has demonstrated energy, commitment and support for the Association's mission
3. Must be willing to devote the necessary time to fulfill responsibilities of the Office

Duties of CPC Chair-Elect

1. Serve on the CSC (Chapter Success Committee) which functions as an executive committee for the CPC
2. Represent the CPC on the Education Foundation and the Nominations Committee.
3. Term of Office for CPC Chair-Elect

The terms of office shall be one year. The terms shall begin on January 1 following their election and shall continue to December 31 of that year. At such time, the CPC Chair-Elect shall become CPC Chair. No elected officer shall be eligible to hold the same office for more than two (2) consecutive terms without the interruption of at least one (1) year from the date the officer ceased holding such office.

III. Treasurer

Qualifications for Treasurer

1. Shall have served at least two (2) years as a Director prior to running for an officer position
2. Has demonstrated energy, commitment and support for the Association's mission
3. Must be willing to devote the necessary time to fulfill responsibilities of the Office

Duties of Treasurer

1. The Treasurer shall remain fully advised as to the financial condition of the Association, have charge and custody of all funds and securities of the Association, be responsible for the receipt and disbursement thereof; and shall be responsible for authenticating the records, documents and resolutions of the Association and the Board of Directors.
2. The Treasurer shall regularly report to the Board of Directors on the financial conditions of the Association, and shall perform all duties incident to the office of Treasurer and such other duties as may be prescribed by law, by these Bylaws, or as may be assigned by the President or by the Board of Directors from time to time.

Term of Office for Treasurer

The term of office of the Treasurer shall be two (2) years. The term shall begin on January 1 following their election and shall continue to December 31 of the following year. No elected officer shall be eligible to hold the same office for more than two (2) consecutive terms without the interruption of at least one year from the date the officer ceased holding such office.

IV. Secretary

Qualifications for Secretary

1. Shall have served at least two (2) years as a Director prior to running for an officer position
2. Has demonstrated energy, commitment and support for the Association's mission
3. Must be willing to devote the necessary time to fulfill responsibilities of the Office

Duties of Secretary

1. Shall be responsible for authenticating the records, documents and resolutions of the Association, the Board of Directors and its members.
2. Shall perform all duties incident to the office of Secretary and such other duties as may be prescribed by law, by the Bylaws, or as may be assigned by the President or Board of Directors from time to time.

Term of Office for Secretary

The term of office of the Secretary shall be one (1) year. The term shall begin on January 1 following their election and shall continue to December 31 of that year. No elected officer shall be eligible to hold the same office for more than two (2) consecutive terms without the interruption of at least one year from the date the officer ceased holding such office.

V. President-Elect

Qualifications for President-Elect

1. Is well acquainted with the organization, its history, mission, current role, finances, programs and services, constituency and staff; understands the external forces that affect the organization
2. Has demonstrated energy, commitment and support for the Association's mission
3. Must be willing to devote the necessary time to fulfill responsibilities of the Office
4. Possesses the ability to inspire a shared vision for the mission of the organization
5. Shall have served at least two (2) years as a Director prior to running for an officer position

Duties of President-Elect

1. Review Board agenda materials in advance and understand the issues presented.
2. Understand the strategic plan, organizational priorities and support AFA's public policies.
3. Represent the interests of the organization when voting on action items. While discussion should reflect personal experience or expertise, the primary responsibility of a member of the Board is the well-being of AFA.
4. In the absence of the President, or in the event of his/her inability or refusal to act, the President-Elect shall perform all the duties of the President.
5. Shall perform all duties incident to the office of President-Elect and such other duties as may be prescribed by law, by the Association's Bylaw, or as may be assigned by the President or Board of Directors.

Term of Office for the President-Elect

The term of office shall be one year. The terms shall begin on January 1 following their election and shall continue to December 31 of that year. At such time, the President-Elect shall become President. No elected officer shall be eligible to hold the same office for more than two (2) consecutive terms without the interruption of at least one (1) year from the date the officer ceased holding such office.