



INTERNATIONAL ACADEMY OF
COLLABORATIVE PROFESSIONALS

Resolving Disputes Respectfully

Requirements for IACP Board Service

Potential Board members must have 1) maintained IACP membership for at least one year, 2) served on at least one IACP committee prior to consideration for Board service, and 3) attended at least one Networking and Educational Forum. Board terms run for three years, beginning immediately after the IACP Forum. In deciding whether or not to express your interest in Board service, the Nominating Committee asks that you carefully consider that we will contact members of your community, including, but not limited to, all of those who provide recommendation letters for your Expression of Interest and other references you provide. Additionally, please consider the fact that you will be expected to be willing and able to undertake the following Board member responsibilities, as each individual Board member is expected to:

1. Maintain an active IACP membership.
2. Attend three yearly in-person* Board meetings (one in January that is several days in duration, a second in May or June that is at least two days in duration and the third at the Forum each year on the Wednesday prior to the Forum beginning) and assume a portion of associated costs.
3. All Board Members may request reimbursement for:
 - a. **Airfare:** Every Board Member may request reimbursement for travel for up to three in-person meetings per year, including travel to the Forum for the in-person meeting preceding Forum. A Board Member choosing to purchase airfare other than that described below must submit a restricted/flexible coach, 30-day advanced purchase fare airline quote in addition to the receipt of the ticket actually purchased.
 - i. North American Board Members:
Actual roundtrip airfare (restricted economy, 30-day advanced purchase).
 - ii. Board Members outside of North America:
Actual roundtrip airfare (flexible economy, 30-day advanced purchase).
 - b. **Forum:** Every Board Member is provided complimentary annual Forum registration during the years of their board service.
 - c. **Hotel:** Every Board Member may request reimbursement for an amount up to \$600.00 to apply to their hotel stay required for each of the first two in-person Board Meetings of the calendar year. The hotel reimbursement for the Forum, which has one day of a Board Meeting, is limited to \$200.00 for North American Board Members and \$400.00 for Board Members outside of North America.
 - d. Hotel reimbursements shall apply only to stays at the hotel / facility approved by IACP in advance of the event.
4. Attend the yearly Networking and Educational Forum.
 - a. Current Board members are provided complimentary Forum registration. Incoming Board members are not yet officially members of the Board until after the Forum ends and are expected to attend the Forum and the Board meeting immediately prior to taking office at their own cost.
5. Regularly attend scheduled videoconference board meetings, which may be up to 2 hours in length.

6. Participate actively in Board work including chairing or co-chairing committees or task forces, which will result in additional videoconferences and meeting times. Your location or that of your committee members may result in a need to schedule calls outside normal business hours.
7. Volunteer for and accept assignments as needed by IACP.
8. Prepare for meetings; remain informed about IACP's mission, services, policies, and programs.
9. Participate in fundraising for the organization.
10. Follow conflict of interest and confidentiality policies.

NOTE: Current IACP Training Faculty members may submit an Expression of Interest for Board service with the understanding that, if selected to the Board, the Faculty members would need to resign from the Training Faculty. Board members are not to be compensated for presentations associated with Board, committee, or task force work or for presentation of materials prepared by or under the auspices of IACP.

11. Serve as an ambassador of IACP.

As leaders of an organization that relies upon a culture of donating and giving by its members, Board members are expected to be leaders in fundraising for IACP and make a significant personal financial contribution of their choosing to IACP's Annual Fund.

In choosing the amount of their donation, Board members should have regard to their:

1. Employment hours and whether they are employed full time or part time.
2. Average billable hourly rate or, in the case of Board members in the employ of a firm or organization, their average hourly rate of remuneration.
3. Whether they are sole practitioners or are directors or partners of larger practices, firms, or corporations.
4. The applicable currency exchange rate.
5. Their overall financial means.
6. The other ways they support IACP, including existing and ongoing financial donations.
7. What feels like a substantial contribution given the above factors.

Some examples of ways to quantify your donation are:

- Donating an amount equal to a minimum of 8 billable hours.
- USD \$2,000 per annum; or
- The proceeds of a "Giving Day" - where your firm or practice nominates a day or days each year where the proceeds of the day's work are donated to IACP. Assist the Board in carrying out its fiduciary responsibilities, such as reviewing monthly financial statements, and establishing and monitoring the organizational budget.

** During the Pandemic, in-person board meetings and the Forum may have moved to virtual. While we all hope that life and travel will be back to normal in 2022, we will continue to make accommodations based on the realities of the Pandemic. We also realize that countries may open their borders on different schedules, and that individuals may have particular health concerns that limit their travel for longer than others. We will make appropriate accommodations on an as-needed basis as circumstances unfold*