



## **Financial Planning Association Board of Directors Expectations and Qualifications Three-year Term Beginning 2021**

### **Eligibility for Board Service**

Any individual member of the Association who has been a member in good standing for at least one (1) continuous year prior to applying for the FPA Board of Directors may be elected a member of the Board. Public member(s) shall not be required to have been a member of the Association prior to his or her election.

### **Election Process:**

The election process is designed to provide competent, forward-thinking members of the board of directors. Candidates for the board of directors will demonstrate such qualifications as the board of directors and the Nominating Committee have determined are important. Elements of the process include:

- Consideration of composition of the board
- Nominations
- Slate of candidates
- Election meeting
- Follow-up

For specifics regarding each of these elements, refer to the FPA Governance Handbook.

### **Board Meetings:**

The FPA Board meets a minimum of three times each year in-person for 2-3 day meetings, typically in February, June, and November. In addition, board members are expected to attend the annual conference where a special in-person board meeting is held to elect the next year's board. In months in which there is no meeting, a board conference call may be held.

### **Time Commitment:**

The following describes a typical Board time commitment, however circumstances within the profession and/or association may require more at times.

Beyond the Board in-person and conference call meetings, other FPA conferences are optional, unless a board member is somehow directly involved in a particular conference. Board members are also asked to maintain a presence in their local chapters and may be asked to visit other local chapters in their region to serve as an FPA ambassador. Visibility and involvement, and the conversations they engender, are essential to the creation and development of FPA's community.

The FPA Board does much of its business virtually—by e-mail and through online conversation in the Virtual Board Room. You can expect to spend a minimum of at least 5 to 10 hours a month in e-involvement, which is critical to FPA Board participation.

### **Serving on Committees:**

The president may ask individual board members to serve as members of one or more committees. These may be liaison roles (liaison to the board), or in some cases chair roles, or advisor roles (advising the board or staff). Face-to-face meetings of these bodies are typically held in conjunction with other major FPA meetings. Most of the business of committees is conducted by conference call and e-mail.

### **Role of the Board & CEO:**

The FPA Board of Directors strives to operate at the highest level of strategic thinking, guided by our core values. We lead and govern as a community to create and advance FPA's strategic framework by exercising vision and stewardship for the benefit of FPA and its stakeholders.

The FPA CEO operates at both a strategic thinking and an implementation level. The CEO will participate in high-level board discussions. They also manage the implementation of the board's vision.

### **Orientation:**

New board members go through an orientation process that begins in late Fall through the first board meeting of their term. On January 1st, new board members receive access to the Virtual Board Room on FPA Connect, an online resource for FPA and board-specific information. It is important to be thoroughly familiar with this material, and to regularly visit the Virtual Board Room for updates and current discussions.

### **Expenses:**

Expenses incurred while attending FPA Board meetings as well as other FPA-requested travel will be reimbursed by FPA. In cases where attendance at an FPA conference is optional, FPA will cover registration, while all other costs are the board member's responsibility.