



June 15, 2023

IAP2 USA BOARD OF DIRECTORS NOMINATIONS PACKET

This is an information packet for people interested in running for election to the IAP2 USA Board of Directors. It includes a brief overview of Board responsibilities and positions and the IAP2 Core Values.

You are also encouraged to review the following:

- [IAP2 USA Strategic Plan – 2022-2024](#)
- [2021 Annual Report](#)
- [IAP2 USA Commitment to Equity](#)

Questions about the elections process should be directed to Claudia Bilotto Nominations Committee Chair, c/o Erin Zimmermann, Executive Manager, IAP2 USA, Erin@iap2usa.org

GENERAL INFORMATION FOR BOARD MEMBERS

IAP2 USA is the American affiliate of the International Association for Public Participation (IAP2). For more than 20 years, IAP2 has been a leader in the development of effective practices, guidelines, standards, training, and research on public participation (also referred to as engagement and consultation).

On January 1, 2011, IAP2 became a federation of national affiliates and IAP2 USA was incorporated as an American nonprofit (501c6). There are presently more than 3,000 members of IAP2 USA, including practitioners, academics, students, representatives of government, industry, and non-profit organizations. Board Composition: Board membership fluctuates between 12 – 15 directors, and the Bylaws direct that the composition should reflect the diverse interests, cultures, and regions of the US. Bylaws designate that only members in good standing may serve on the board of directors or be officers.

Term: The term of directors is 3 years, and one-third of the Board changes each year.

Board Members Expenses: IAP2 USA plans up to two face-to-face meetings each year. These coincide with the IAP2 North American Conference (typically September-October) with the second typically occurring in February-March. The current commitment is to reimburse Board members for meeting travel expenses up to \$1,000 for each meeting to a maximum of \$2,000 per year – subject to funding availability. Reasonable expenses related to IAP2 USA may be considered on a case-by-case basis, subject to sufficient funding, but potential nominees must understand that IAP2 USA may not reimburse all or part of such costs.

STRATEGIC BOARD

The IAP2 USA Board has transitioned to become a strategic board. What does this mean? This means the board's key roles include strategic direction, oversight, policy setting, and fund-raising. A part-time Executive Manager and staff provide management of the day-to-day operations of the association. The Board determines the IAP2 USA strategy and members both lead and support Board initiatives.

Directors are expected to prepare for and attend monthly Board meetings via Zoom (approximately 2-3 hours, including preparation).

Board officers form the Executive Committee, which has an additional monthly one-hour meeting. Each director also takes on additional responsibilities of their choosing. These vary in scale and scope, but you should expect an additional 7-8 hours per month for those. Total commitment averages 10 hours per month including monthly meetings (in person meetings are above and beyond that).

BOARD MEMBER RESPONSIBILITIES

The Board of Directors of IAP2 USA is responsible for governing and oversight of IAP2 USA and is accountable to its members for:

- Meeting the objectives of the corporation by developing and implementing an effective strategic plan of activities.
- Ensuring prudent decision-making and appropriate governance is applied in the management of the financial affairs and assets of the corporation.
- Where appropriate, applying the Core Values of the International Association for Public Participation to decision-making that impacts the interests of IAP2 USA members.
- Overseeing that the activities of IAP2 USA are conducted in a transparent and ethical manner.

Board members are part of the leadership of an important national organization. As such, they are expected to exercise the duties that are associated with such a role. Board members provide strategic direction and governance oversight and provide the effort necessary to operationalize both strategy and governance.

Board members are expected to:

- Promote the mission, goals, and strategies of IAP2 USA.
- Represent and serve as an advocate for IAP2 USA.
- Promote membership in IAP2 USA.

- Participate in all IAP2 USA Board meetings, either in person or by conference call, and contribute to discussion and ratification of all business and other agenda items of IAP2 USA.
- Make reasonable efforts to participate in IAP2 USA-sponsored events and activities.
- Chair, participate or serve as Board Liaison on one or more standing and/or ad hoc committee(s).
- Provide leadership and coordination of special projects of IAP2 USA, as required.
- Keep the organization's interests as the first priority in all decisions and actions.
- Establish and monitor policies, goals, and strategies.
- Establish fiscal controls and ensure accountability.
- Ensure IAP2 USA meets all legal and corporate requirements.
- Provide input into and support all communication efforts of IAP2 USA as required.
- Hire, oversee, and evaluate the Executive Manager.
- Participate in annual board giving (minimum contribution \$50) to ensure that IAP2 USA is viewed as a 100 percent giving board.

IAP2 CORE VALUES

As an international leader in public participation, IAP2 has developed the "IAP2 Core Values for Public Participation" for use in the development and implementation of public participation processes. These core values were developed with broad international input to identify those aspects of public participation which cross national, cultural, and religious boundaries. The purpose of these core values is to help make better decisions which reflect the interests and concerns of potentially affected people and entities.

Core Values for the Practice of Public Participation

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.

3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision. For more information, visit the IAP2 website at <http://www.iap2.org>

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