



Submission Checklist

- **Biography form (2 pages)**
- **Reference Letter or name and e-mail address of provider**
- **Sponsor Support Letter**
- **Board Oath**
- **PDF file of a photo you would like to use for your election document**

Board Member Application Packet

Thanks for your interest in serving as a Board Member of the AmeriCorps Seniors Professional Network (ASPN). The Board of Directors serve as a voice for Foster Grandparent and Senior Companion Programs from throughout the country. Representing fellow Directors is both a commitment and an honor. Board Members find that their own Programs benefit from their involvement and networking through the NAFGPD Board.

We are a “working board” with no full-time staff. ASPN does have a contract with a D.C. Advocate who represents us to Congressional leaders and advises us on legislative issues. A contracted Operation’s Manager handles all administrative duties with oversight by the Board. All costs associated with Board Membership are the responsibility of the member.

Application Form

The Board Application Packet should be completed in full prior to submission to the election committee. Being a Board Member is fulfilling and educational. We all learn from one another; and depend upon one another for solutions to issues that we all face from time to time in our Programs.

Sponsor Information

We have also included a form for your sponsor to indicate support for your involvement on the Board. We believe this information helps to explain to your sponsor the duties and expectations so that you do not have to explain your requests for travel or scheduling in the future. We know that many sponsors have travel limits for staff or internal policies that might interfere with participation. ASPN believes that it is important to provide this information to ensure sponsor support and approval of time and travel required of Board Members.

Recommendation Letters

Any Professional association member applying to serve on the ASPN Board must submit a letter of recommendation from another association member who can attest to the knowledge and dedication of the applicant. This letter should be included with your election application packet.

Terms of Service * Elections * Appointments

ASPN Board of Directors serve specific terms either through regular elections or by appointment by the President. When accepting a term on the Board, Directors agree to the expectations of all Board Members.



AmeriCorps Seniors

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Election Pack Page 2

Why should YOU think about serving?

- Your program will be stronger because of the knowledge you gain as a board member.
- Your program will have direct access to AmeriCorps Seniors officials. The ability to express your opinions to policy makers is what creates real change in our programs.
- You will form a network of like-minded people working together to make a difference. You will meet people from throughout the country who share ideas, advice, and frustrations while working toward solutions to common problems.

Serving on the ASPN Board is a commitment, in both time and financial resources.

To keep dues low for all members of ASPN, Policies and Procedures of the organization do not provide for travel reimbursement costs for the Board of Directors. When the President or designee must travel to represent the membership for activities other than the Board meetings, a small amount is budgeted each year. ASPN designates one in-person meeting each year that all Board Members are expected to make every effort to attend. This meeting is held in February or March depending upon Congressional schedules. A hotel for the meeting is negotiated and most times a certain number of sleeping rooms are required to be reserved to avoid the association being penalized. ASPN considers many things in negotiating with the hotel to keep room, ground transportation, and meals at the lowest cost possible. A typical Annual Board Meeting agenda is as follows:

- Travel to D.C. on the weekend
- Executive Committee Meeting on Sunday afternoon
- Full Board Pre-Meeting on Sunday evening (committees, team building, etc. TBD)
- Monday All Day---meet with Federal Advocate Laura Morgan-Kessler to prepare for visits to Congress, discuss priorities for the agency meeting, etc.
- Tuesday All Day--Capitol Hill---Appointments with Congressional Members or staffers are coordinated through Laura. Board Members will visit offices from their own state as well as accompany fellow Board Members to additional meetings.
- Tuesday evening (likely opportunity) ---Voices for National Service Banquet and Awards.
- Wednesday All Day—General Board Business Meeting
- Thursday Morning----meeting with AmeriCorps Seniors Staff (this meeting is subject to scheduling at the agency and may be flipped with another time during the week.)
- Thursday Adjourn 2:00 (subject to change and depending upon AC Agency)

Membership and travel expenses associated with service on the ASPN Board of Directors is an approved grant expense; however, we all realize that attendance at the meetings requires a commitment on the part of Directors and/or their program sponsors. For this reason, meetings are held in locations that allow for walking or metro transportation whenever possible. We look for hotels with onsite food amenities and nearby cost-effective food options.

ASPN Board Members receive no compensation for their service on the Board.

ASPN contracts with an Operation's Manager to manage association contracts and technology services including the association list-serves. A Washington, D.C. Advocate also serves ASPN in a contract role. The expenses associated with these two positions are paid through member dues and any other fundraising by the association. Board members should be committed to supporting fundraising efforts to the membership as dues alone do not meet expenses.

ASPN holds monthly virtual board meetings via ZOOM; and all board members should make attendance a priority. Official Board Meetings do not allow for surrogates for the Board Member.

Board Members are responsible for communicating with the members in their assigned portfolio. Regional Reps are expected to be the point of contact for every member in their geographic region. At-Large reps will be assigned to assist with a specific region, or perhaps serve as the main point of contact for a region without a Regional Rep. Board Members build a valuable network, enjoy peer support, and influence national policy.

The ASPN Board uses a modified Parliamentary Procedure for our meetings. Board Members make decisions that are considered best for the general membership and not specific to our own programs. With programs in all fifty states and U.S. territories, the needs are different and what works for one is not always best for another. Even if you have never been on a formal Board of Directors, serving with ASPN is a valuable experience that will benefit you personally and your program volunteers.



At-Large Representative Job Description

AmeriCorps Seniors Professional Network (ASPN)

The At-Large Representatives further the mission of the AmeriCorps Seniors Professional Network through active participation in member recruitment, communication, education, and advocacy. ASPN is a working board; and all Representatives are expected to commit to regular participation, collaboration, promotion of, and fundraising for the association's priorities.

At-Large Representatives are assigned a portfolio of programs in any area of the country, specifically in those that may not have adequate Regional Representation or who have great numbers of members where additional outreach is an advantage.

Duties & Responsibilities

- Act on behalf of your assigned constituents; be the voice for project issues and concerns on a national level.
- Serve as the primary communication officer with members in your portfolio.
- Actively solicit input from your assigned members; always keeping in mind that you speak for them as well as your own program.
- Participate in Board Action Teams or committees to carry out goals and objectives of ASPN.
- Attend in-person and virtual meetings of the association, including full participation in outreach to Congress and AmeriCorps Seniors officers.
- Promote fundraising efforts of the association to help ensure success and sustainability of the organization.

Term of Service

At-Large Representatives are elected in even numbered years using standard election procedures as defined by the association by-laws.

Following the election in the fall of the even numbered year, At-Large Representatives assume office during the first meeting of the new year or no later than March 31.

At-Large Representatives serve a two-year term.

There are no limits on the number of terms that may be served.



Candidate Biography Form and Request to be Elected to the ASPN Board of Directors (two pages)

AmeriCorps Seniors Professional Network (ASPEN)

This form verifies my interest in serving on the ASPN Board of Directors. I have reviewed the job description and if elected or appointed to the Board, I commit to serving to the best of my abilities.

Name:

Project Name and Sponsor:

Address:

Phone Numbers:

Email:

Regional Location of Your Program: Mid-Atlantic Southeastern North Central South Central
Midwest Mountain Pacific

Position I wish to be considered for:

- At-Large Representative
- I am interested in serving on the Board in any capacity of there is a greater need in any area.

Please continue to page two of application form.

Tell us about your program (location, sponsor info, number of VSY's, geographic location, and anything else that you believe qualifies you to serve on the Board of Directors).

Briefly describe what talents and skills you bring to the Board.

Name at least THREE and no more than FIVE priorities you believe ASPN should focus on.

Please share any other information you believe to be important for your fellow association members to consider.

Please accept my application to become a member of the ASPN Board of Directors. If elected/appointed I understand that I will be expected to participate fully in the activities of the Board as defined by the position description and detailed in the attached Board Member Oath.

Signature: _____ Date: _____



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Board Member Oath

As a Board Member of AmeriCorps Seniors Professional Network (ASPN), I will:

- Fulfill my roles and responsibilities as defined in the ASPN Bylaws
- Adhere to Board of Directors norms during board meetings
- Support the President in their duties
- Attend all board meetings except for absences excused by the Executive Committee
- Respect and support the Bylaws, Policies, Operations, and Board decisions
- Conduct myself in a spirit of cooperation and respect for the collective decisions of the Board recognizing that it is my responsibility to respect the best interests of the ASPN membership
- Honor confidentiality regarding discussions, comments, and deliberations; and
- Always exercise the above responsibilities with due diligence, care, and skill in a reasonable and prudent manner.

Signature: _____ Date: _____

Please submit this oath by October 15 to:

Denise Nelsen
ASPN Operations Manager
1251 Vernon Drive
Carver, MN 55315

or

denise.nelsen@aspnetwork.org



AmeriCorps Seniors

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Employer/Sponsor Letter of Support

Applicant Name:

Sponsoring Agency:

Address:

Sponsor Executive Approving Application:

I've read the details regarding participation on the AmeriCorps Seniors Professional Network Board of Directors. I am signing this letter of support to verify that our agency understands the expectations of membership on the board and supports participation by our AmeriCorps Seniors Director.

Signature: _____ Date _____

Please feel free to share any comments or questions that you may have.

This form may be included with your director's election packet or mailed to:

Denise Nelsen
ASPN Operations Manager
1251 Vernon Drive
Carver, MN 55315

denise.nelsen@aspnetwork.org

Election deadline: October 15



AmeriCorps Seniors

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Member Letter of Support

Greetings Fellow ASPN Member,

_____ is applying for consideration to serve on the Board of Directors of the AmeriCorps Seniors Board of Directors (ASPN).

ASPN is a professional association with a responsibility to communicate with and advocate for member programs on issues that influence program management and excellence. Serving on the ASPN board takes a commitment of time and resources on the part of the Board members.

Any person applying to serve on the Board of Directors is asked to provide a letter of support from a fellow member with knowledge of the applicant's qualifications and work ethic.

Please write a short letter telling us how you know the applicant and why you believe that person would be a good representative for you and fellow ASPN members.

Please submit your letter by October 15 to:

Denise Nelsen
ASPN Operations Manager
1251 Vernon Drive
Carver, MN 55315

denise.nelsen@aspnetwork.org