**2025 Board Director Application Policy**

The Applied Client Network Board Director selection process is conducted by the Governance Committee according to the association bylaws. This document is intended to provide general information regarding the process. Please note – this process is reviewed each year and may be updated to better meet the needs of the association, as dictated by the Governance Committee and/or Board of Directors.

The Governance Committee conducts a needs assessment with the current Board of Directors:

* The application and any other leadership characteristic assessment tools are adjusted if needed, based on the current Board needs.
* An open call for applicants is placed to the membership. Applicants are advised of the current Board needs and provided a copy of the application to be completed. Please note: only User members are eligible to serve on the Board of Directors.
* At the close of the application submission period, the Governance Committee reviews all applications and based on the characteristics determines the candidates advancing to the short list.
* The applicants moving on then complete a personality assessment (if desired) and a virtual interview with the Governance Committee. Applicants not selected to advance to the leadership characteristic assessment and interview will be notified via email by the Governance Committee Chair or Staff Liaison.
* The Governance Committee reviews the interviews and leadership characteristic assessment and recommends candidate(s) to be selected by the Board of Directors.
* The final list of candidates is presented to the Board of Directors for voting.
* Candidates are informed of selection results, and members are notified of the selection of incoming board members.

**Board Roles & Responsbilities**

**GUIDING PRINCIPLE:**

The Applied Client Network Board of Directors are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring the organization has adequate resources to advance its mission.

**BOARD OF DIRECTORS LEGAL RESPONSIBILITIES:**

The board of directors has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

* ***Duty of Care:*** Take care of Applied Client Network by ensuring prudent use of all assets
* ***Duty of Loyalty:*** Ensure that Applied Client Network’s activities and transactions are, advancing its mission; recognize and disclose conflicts of interest; make decisions that are in the best interest of Applied Client Network; not in the best interest of the individual board member (or any other individual)
* ***Duty of Obedience:*** Ensure that Applied Client Network obeys applicable laws and regulations; follows its own bylaws; and adheres to its stated organizations mission.

**BOARD OF DIRECTORS AREAS OF FOCUS:**

* ***Ambassador For The Organization –*** Raise brand awarness, promote the benefits of Applied Client Network and increase understanding and unique value of the Applied Client Network Community and membership.
* ***Setting Strategic Initatives –*** Establish, review, revise (when needed) and be accountable for the outcomes of the three year strategic goals and objectives for the organization.
* ***Governance -*** The processes for making and implementing decisions that will continue to advance Applied Client Network’s principles and mission
* ***Fidcuciary –*** Legal responsbility for managing Applied Client Network’s assets and ensuring the funds are being used for their intended purpose in financially supporting the organization.
* ***Ensure Mission Attainment –*** Ensure all organization priorities align to furthering Applied Client Network’s mission

**EXECUTIVE COMMITTEE:**

* Chair – Relationship steward with key strategic partners
* Vice Chair – Liasion into staff, alignment of organizations operations
* Past Chair – Steward of the strategic plan
* Treasurer/Secretary – Steward of the organizations operating and non operating financials

**DIRECTORS AT LARGE:**

* Responsbility for supporting organizational outcomes related to the five areas of focus of board responsbilities
* Board liasions to standing committees and task forces

**2025 Board of Directors Selection Process**

| **Status** | **Description** | **Guidelines** | **Timing** | **Owner** |
| --- | --- | --- | --- | --- |
|  | Board Self-Assessment | Board of Directors identifies future needs of the Board and provides recommendations to the Governance Committee for number of new directors to seek (can be provided as “up to” number), as well as specific demographics desired (agency/brokerage size, location, system type, professional skills/experience, etc.).  | January 2024 | Board |
|  | Review Board Needs/ Update Nomination Documents | Governance committee reviews Board’s self-assessed needs and based on those details, makes relevant updates to the candidate application form and nominations process as a whole.  | February/March 2024 | Governance |
|  | Call for Applicants | Updated application and relevant documents are released to members. Eligible members are invited to apply.Communication takes place via email, community forums, social media, Alliance emails/meetings, and any other available method. Include any desired criteria as a PLUS.Call for applicants should be open for 1 month.  | April 2024 | Staff |
|  | Review Other Nominations Process Documents  | Review/update the application evaluation/scoring grid, interview questions and rating metrics, and any other relevant documents. | April 2024 | Governance |
|  | Compile Applications | Collect all applications and distribute blind applications to the Governance Committee. | May 2024 | Staff |
|  | Review Candidate Application Forms  | Using the evaluation/scoring grid, Governance should rate each applicant based on the previously identified needs.At this time, staff should validate that the applicant’s agency/brokerage is a member in good standing and meets qualifications. | May 2024 | Governance |
|  | Determine Candidate Short-list | Based on eligibility, application responses, and scoring sheet, select candidates to advance to the interview/assessment phase. | May 2024 | Governance |
|  | Review Interview Questions and Determine Interview Plan | Finalize general interview questions, and determine any candidate specific questions.Determine plan/schedule for interviews based on Governance’s availability  | May 2024 | Governance |
|  | Contact All Candidates for Status Update | Short-list: Include timelines/process for interviews and completing Emergenetics personality assessment. Ensure candidates sign waiver form around how Emergenetics assessment will be used. Not selected: Thank for participation, suggest alternate volunteer opportunities or applying in future | June 2024 | Staff |
|  | Interview Prep Call | Prep for interviews as needed to determine order of questions and who will be leading what portions of the interview.  | June 2024 | Governance |
|  | Conduct Candidate Interviews | Schedule calls with each candidate/interview team via Zoom. Staff should sit on call as a non-participating member of the interview team. Interviews should be recorded in Zoom for other Governance Committee members to watch at a later time. All Governance Committee members should watch recorded interviews after interview held.  | June/July 2024 | Governance |
|  | ACN Volunteer History Check | Validate ACN volunteer experience if needed– chapter, committee/task force, education.  | July 2024 | Staff |
|  | Interview Review Meeting | Hold a call to review and discuss the candidate interviews. | July 2024 | Governance  |
|  | Recommendation of New Directors to 2025 Board  | Governance committee reviews all collected information and proposes a final list of candidates to put forth as new board directors in 2025.  | July 2024 | Governance |
|  | Board Votes on Director Slates | The entire Board reviews the candidates submitted by the Governance committee for open director seats. Additional discussion as needed can take place. The entire Board participates in a verbal vote for each candidate, with a simple majority deciding. | Early August 2024  | Board |
|  | New Board Members Introduced to Membership | After the Board has approved the new directors and filled any open officer positions, the new directors and any new officers are presented to members as part of the Applied Net presentations. An email to all members (voting and non) will also be distributed informing the community of the incoming Board composition. | September 2024 | Staff |
|  | Nominations Process Post-Mortem | Review and analyze any 2024 process changes. Outline areas of concern/improvement for 2025. | September 2024 | Governance/Staff |