



2027 Board Director Application Process

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 virtual interview with the Governance Committee and will be asked to provide a letter of reference. Applicants not selected to advance to the interview will be notified via email by the Governance Committee Chair or Staff Liaison.
- The Governance Committee reviews the interviews 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 & Responsibilities

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 awareness, promote the benefits of Applied Client Network and increase understanding and unique value of the Applied Client Network Community and membership.
- **Setting Strategic Initiatives** – 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
- **Fiduciary** – Legal responsibility 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 – Liaison 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:

- Responsibility for supporting organizational outcomes related to the five areas of focus of board responsibilities
- Board liaisons to standing committees and task forces