

1. *Know and support the organization's beliefs, vision, mission, target, and aims statements.*

**What this means in APIRG:** read and understand our Basis of Unity, Statement of Values, mandate and vision.

2. *Attend all Board meetings and assigned committee meetings. Read all pre-meeting material before each meeting.*

**What this means in APIRG:** be present and fully prepared for all meetings which includes reading relevant documents, asking questions and reading all meeting minutes, regardless of attendance.

If you cannot attend a meeting, be sure to read the agenda and provide proxy notes (as per the **Board Attendance Policy**). Be sure to include a note on whether you are comfortable with the Board decision.

3. *Be familiar with the Board's policies.*

**What this means in APIRG:** Check out the policy section of your Board binder, and the Current Policies folder in the Board-Staff Shared Google Drive and read up on the relevant policies.

4. *Know the responsibilities and functions of the board and its committees.*

**What this means in APIRG:** Each portfolio includes a different set of responsibilities and timelines. Be sure to regularly check-in with your appointed staff member and other Board/committee members, and review your Board binder for a list of portfolios and their duties.

5. *Decision-making*

**What this means in APIRG:** Both email and in-person decisions require Board

members to be actively participating, dialoguing, and adequately informed in order to make the best decision possible. Respond in a timely fashion and be aware of any deadlines pertinent to the decision. Be sure to ask questions and request more information from staff or other Board members if needed.

## 6. *Time Commitments*

### **What this means in APIRG:**

- a. Attend Board meetings (3-4 hours bi-weekly).
- b. Weekly scheduled office hours (3 hours/week).
- c. Email communication (1-2 hours/week).
- d. Fulfill portfolio and committee duties (5-10 hours/month).
- e. Attend Board retreats – 3 full days each for Fall retreat (Late August/Early September – out of town), Winter retreat (Early January), and Transition retreat (Late April/Early May).
- f. Attend APIRG events and skill-building sessions (APIRG AGM - October; other trainings or events – timing variable).

## 7. *Check in!*

**What this means in APIRG:** If any time you are feeling overwhelmed or cannot meet these expectations, let us know. This includes staff and fellow board members. You are welcome to reach out to those you feel most comfortable with, and in the manner you feel most comfortable (in person, phone, email). Clear and timely communication is crucial to our work together.