



APPA BOARD ORIENTATION

Friday, January 24th

(11:30pm – 3:30pm; Lunch at 11:30-12:15pm)

Location: Alexandria, VA

“Extending an Open Hand”

1. WELCOME & INTRODUCTION(s)

(Ruthann Manlet, President, and Lander Medlin, Executive Vice President)

A “welcome”, introductions, and brief overview of the orientation program - what can be expected during the session.

2. STRATEGIC VISION: ***“PREPARING FOR EVERY FUTURE”***

(Ruthann Manlet and Lander Medlin)

- APPA’s Strategic Plan’s Vision: *“Preparing for Every Future”*
- Association’s Purpose: *Creating a Future of Continuous Learning*

3. REGION/ CHAPTER RELATIONSHIPS: ***“hence Cultivating the Community”***

(Ruthann Manlet and Lander Medlin)

- Region Map *(now extending across the entire North American Continent)*
- Guiding Principles for Organizational Affiliation & Appendix *(ensure good business practices)*
- APPA Structure and Staff liaisons to regions

4. PARTNERING: ***“BROADENING OUR REACH & RELEVANCY”***

Various Associations/ Organizations APPA has partnered/ aligned with to date:

*(*To date PAC is still finalizing the highest priority, associations/ organizations for us to strategically focus and target the committee’s volunteer efforts, and much of APPA’s staff, over the next three years.)*

- *NACUBO (National Association of College & University Business Officers)
- *ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers)
- *AGC (Association of General Contractors)
- *SCUP (Society of College & University Planning)
- *AUA (Association of University Architects)
- *COAA (Construction Owners Association of America)
- *RealComm/ IBcon (Real Estate & Property digital transformation/ Smart Buildings)

APPA Staff association and collaboration efforts to date:

- AASHE (Association for the Advancement of Sustainability in Higher Education)

- ACUHO-I (Association of College & University Housing Officers-International)
- ANSI (American National Standards Institute)
- NFPA (National Fire Protection Association)
- AIA (American Institute of Architects)
- PGMS (Professional Grounds Management Society)
- USGBC (US Green Building Council)
- CSHEMA (Campus Safety, Health, and Environmental Managers Association)
- CHEMA (Council of Higher Education Management Associations)
- WHES (Washington Higher Education Secretariat)

International Strategic Alliance Partners

- AUDE (Association of University Directors of Estates)
- TEFMA (Tertiary Education Facilities Management Association)
- HEFMA (Higher Education Facilities Management Association of Southern Africa)

Other Associations/ Agencies with strong ties and collaborative activities

- IDEA (International District Energy Association)
- AGB (Association Governing Boards)
- ASHE (American Society of Healthcare Engineers)
- EPA (Environmental Protection Agency)
- FFC/NRC (Federal Facilities Council)
- NIBS (National Institute for Building Science)
- NASFA (National Association of State Facilities Administrators)
- NRC (National Recycling Coalition)
- NWF (National Wildlife Federation-Campus Ecology Program)
- IFMA (International Facilities Management Association)

5. ROLE OF THE BOARD OF DIRECTORS

(Ruthann Manlet and Lander Medlin)

- Board's role in leading an association
- Role of volunteer and staff
- Specific responsibilities of each member of the Board
- ASAE Magazine issue on "*Leadership*" – if available

6. MEETING & CONDUCT OF THE BOARD OF DIRECTORS

(Tony Guerrero and Lander Medlin)

- Frequency of meetings
- Travel and financial policies
- Format of meetings –“ Roberts Rules of Order” (*Book*)
- Who may/may not vote
- Consent Agenda & Action Items - Differences
- Business Plan Request (BPR)
- Code of Professional Ethics

BREAK: 15 minutes

7. GOVERNANCE DOCUMENTS

(Tony Guerrero and Lander Medlin)

- Bylaws of the association
- Administrative Policies and Procedures (*located in the HR Office*)

8. LEGAL
(*Lander Medlin*)

- Liability of volunteers
- Legal counsel (identify role)
- Tax status 501(c) 3 (what this means) / Group Tax Exemption)

9. FINANCE & INSURANCE
(*Tony Guerrero and Lander Medlin*)

- Budgeting process
- Understanding reports and financial statements
- Role of external auditor
- Insurance

BREAK: 15 minutes

10. COMMITTEES AND TASK FORCES
(*Ruthann Manlet and Lander Medlin*)

- Committee types
- Board committees
- Appointment/Reappointments (process)

10. CURRENT COMMITTEES AND TASK FORCES/ASSOCIATED STAFF SUPPORT
(*Ruthann Manlet, Jim Jackson, and Lander Medlin*)

- Member & Community Engagement
- Professional Development
- Information & Communications
- Professional Affairs President-Elect (Jim Jackson)
- Immediate Past President (Don Guckert, by Lander Medlin)

11. COMMENTS/QUESTIONS & WRAP-UP

We appreciate your willingness to participate in this program and we hope that you found it to be beneficial as you begin your term as a member of APPA 's Board of Directors. Please be sure to complete the evaluation sheet located in the back of the handbook and return to Holly Judd.