



Alaska Process Industry Careers Consortium

## Board of Directors

### Vision, Mission and Goals

#### **Vision**

*An Alaskan labor force that is well-trained, available, and working to meet the workforce needs of Alaskan process industries, allowing industry and workers to thrive into the coming decades.*

#### **Mission**

*APICC will work to ensure the availability of highly trained Alaskans, sufficient to staff the process industries competitively, now and in the future, through:*

**Partnerships** - Creating partnerships across industry segments, with educational institutions, labor organizations, public agencies and trade organizations;

**Leadership** - Providing industry and education leadership to ensure quality and relevancy in standards-based training with a strong market focus;

**Awareness and Advocacy** - Generating awareness and providing advocacy for opportunities, needs, and efforts that build an Alaskan workforce for the process industries; and

**Alignment** - Building active and productive links where APICC is aligned with existing workforce development and education initiatives, and policy boards.



## **Board of Directors**

### **Vision, Mission and Goals**

#### **Goals**

1. Build a broad sustainable coalition of the process industries and educational institutions.  
  
Industry: Oil, gas, mining, complex food processing, power generation, forest products, water treatment and waste water treatment and other emerging/evolving process industries.  
  
Education: K-12 systems, private and public post-secondary systems, apprenticeship programs and the UA system.
2. Create an effective communications network to build understanding and promote engagement among the process industries, education, trades organizations, government agencies, and Alaska Native organizations using targeted messages and a variety of media.
3. Continuously assess the current and future workforce needs of the process industries.
4. Assure appropriate standards-based training and education opportunities exist to meet the process industries' employment needs.
5. Increase awareness of process industries careers and provide guidance along industry career paths, in both rural and urban Alaska.
6. Provide for the organizational development of APICCC: capacity, sustainability, continuous improvement, and member development.





## **Board of Directors**

### **Board Member Job Description**

#### **Expectations of Individual Board Members**

Each individual board member is expected to

- know the organization's mission, policies, programs, and needs
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for APICC to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve APICC's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit APICC's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

Further, board members are expected to

- follow the organization's bylaws, policies, and board resolutions
- disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of APICC





## **Board of Directors**

### **Job Description**

#### **Expectations of the Board as a Whole**

The mission of the Alaska Process Industry Careers Consortium is to ensure the availability of highly trained Alaskans, sufficient to staff the process industries competitively, now and in the future, through partnerships, leadership, awareness, advocacy, and alignment.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- approving and monitoring APICC's programs and services
- enhancing APICC's public image
- assessing its own performance as the governing body of APICC



## Board of Directors

### Policies

#### Attendance Policy

*(Draft for approval)*

This policy is intended to support full contribution of all board members. Regular attendance by all board members is expected for the direct benefit of the organization and for the essential benefit of advancing APICCC's goals. All board members receive a copy of this official policy. The policy has been reviewed and authorized by the board.

Board members who unable to attend a meeting are expected to contact the APICCC office and provide notice of their absence. Board Members who cannot attend the meeting in person are encouraged to attend by teleconference or online meeting. A conference line number and/or online meeting login information shall be included on each meeting agenda and on the calendar invitation that is emailed to every member of the board.

Board members who are unable to attend a meeting may also choose to send a delegate. Delegates from the same represented company or organization as the elected board member have full standing at the meetings to participate in the deliberations and decisions of the board. Delegates attending on behalf for an elected board member also have the same voting authority while acting as a delegate.

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

- The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
- The member has three notified absences in a row.
- The member misses one-half of the total number of board meetings in a twelve-month period.

If a board-attendance problem exists regarding a member, the Chair of the board will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair of the board with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted per the APICCC Bylaws. The board will promptly initiate the process to begin recruiting a new board member.





## Board of Directors

### Board Giving Policy

Adopted June 3, 2016

The Alaska Process Industry Careers Consortium, like most nonprofit organizations, relies on donations as a portion of their revenue and as a tangible show of support for APICC's mission.

As organizational leaders, Board Members have the responsibility of setting an example for giving and creating a culture that promotes generosity. To achieve this, it is the policy of the APICC Board of Directors for all active Board Members to give an annual financial gift at a level that is reflective of their circumstances and other commitments. Personal gifts are to be given to the Executive Director or the Board Treasurer in the first quarter of each calendar year. The amounts will be kept completely confidential, and known only by the Treasurer and the APICC staff designated to process the gift transaction.

In addition to personal giving, Board members are expected to volunteer, as their time and skills permit, to implement the annual Fundraising Plan.





## Board of Directors

### Board Officers

#### Chair

- The Chair shall, If present, preside at all meetings of the Board of Directors.
- The Chair shall be the Chief Executive Officer, and ex officio member of all committees.
- The Chair shall also be Chair of the Executive & Governance Committee.
- The Chair shall appoint an APICC member in good standing as Chair of the Education Programs and Outreach Committee as herein provided.
- The Chair shall provide overall leadership, guidance, and direction to APICC and its Board of Directors.
- The Chair shall also be the primary person to speak publicly on behalf of APICC.
- The Chair may not take any public position on behalf of APICC that is contrary to the one taken by the Board of Directors.

\*\*Description from APICC Bylaws, Article V- Officers, Section 5\*\*

#### Chair Elect

- The Chair, in the absence or disability of the Chair, and except as specifically limited by vote of the Board of Directors, shall perform the duties and exercise the powers of the Chair.
- The Chair Elect shall succeed to the office of Chair upon expiration of the Chair's term of office or upon vacancy in that office.
- The Chair Elect shall perform such other duties and shall have such other powers as prescribed by the Board of Directors.
- The Chair Elect may not take any public position on behalf of APICC that is contrary to the one taken by the Board of Directors.

\*\*Description from APICC Bylaws, Article V-Officers, Section 6\*\*



## Board of Directors

### Secretary

- The Secretary shall serve as the Chair of the Elections & Nominations Committee and shall be responsible for overseeing all preparations and procedures for the proper nomination and election of members of the Board of Directors as well as the nomination, election and appointment of officers of APICC. The Secretary shall be responsible for assuring that all such nomination, election, and appointment procedures are carried out fairly and in accordance with the bylaws. If the Secretary is running for re-election, he or she cannot serve as the Chair of the Elections & Nominations Committee. In this case the Executive Committee will appoint another director not running for election to chair the committee.
- The Secretary shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of Directors and those of the corporation's members with the time and place of the meeting, whether regular or special, and if special, how authorized, the notice given, the names of those present at those meetings and the proceedings thereof. The Secretary shall keep or cause to be kept such other corporate and business records as are prudent and necessary for the corporation's activities.
- The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors or the members of APICC required by the Bylaws or by law to be given, and he or she shall keep the seal of APICC in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.
- The Secretary shall also maintain or cause to be maintained all documents appropriate for documenting the history of APICC and shall act as APICC Historian.
- The Secretary shall also be responsible for the review and coordination of periodic updating, as may be appropriate, of the Bylaws and all statements of internal policies and procedures of the corporation.

\*\* Description from APICC Bylaws, Article V- Officers, Section 7\*\*





## Board of Directors

### Treasurer

- Treasurer shall serve as the Chair of the Finance & Administration Committee, and shall be responsible for overseeing the internal administration and organization of APICCC
- The Treasurer in consultation with the Executive Director, shall be responsible for monitoring the efficiency of the office operations, the financial growth and stability of the organization, and shall be responsible for the preparation of accurate financial statements no less often than monthly to the Board of Directors and annually to the members of APICCC.
- The Treasurer shall also be responsible, with the Executive Director, for preparing annual budgets, long-range financial forecasts, cash flow requirements and other financial planning and control tools.
- The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. *The books of account shall at all reasonable times be open to inspection by any member of the Board of Directors, or any member of the corporation.*
- The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of APICCC with such depositaries as may be designated by the Board of Directors.
- The Treasurer shall disburse the funds of APICCC as may be ordered by the Board of Directors, shall render to the Chair and the Board of Directors whenever they request it an account of all transactions as Treasurer and of the financial condition of the corporation
- The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

\*\*Description from APICCC Bylaws, Article V-Officers, Section 8\*\*





## Board of Directors

### Immediate Past Chair

The Immediate Past Chair shall be responsible for providing advice and the benefit of his or her experience with APICC to the Chair, Executive & Governance Committee, and Board of Directors. The Immediate Past Chair shall perform such other duties and shall have such other powers as prescribed by the Board of Directors.

**\*\*Description from APICC Bylaws, Article V-Officers, Section 9\*\***





Alaska Process Industry Careers Consortium

## **Board of Directors**

### **Programs & Initiatives**

**UA Process Technology Degree Program and Secondary Process Technology Programs**

**North Slope Training Cooperative (NSTC)**

**Maritime Works**

**Annual Membership Meeting**

**Workforce Development Priorities Report**

**Community and Student Outreach**

**Youth Employability Skills (YES!)**

**Workforce Wednesday**

