

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

ASAP Board Candidate Nominations

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Overview

ASAP has formed a board transition committee comprised of representatives member-led and affiliated peer-learning groups, who will facilitate the entire board election process.

The board will take the shape of a portfolio, allowing board members with specific skill sets representing different sectors and expertise to be responsible for building, maintaining, expanding, and reporting the organization's mission and strategic goals.

ASAP Members in good standing can nominate one individual for each of the Board positions including self-nominations, and vote on one candidate in each category: *President, Vice-President/President-Elect, Secretary, Justice, Equity, Diversity and Inclusion, Development/Fundraising, Finance, Governance and (2) Member-at-Large*.

A candidate can run for only one position, and their skills must align with the position sought.

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Nomination Process

Board candidate nominations will be accepted from Wednesday, October 23rd thru Friday, November 8th. The Board Transition Committee will review all nominations and confirm a ballot for membership voting in November.

Candidate Submission Requirements

- All candidates must be ASAP Members in good standing. Individuals may have a single membership or be listed as members by their respective organizations.
- Each candidate must submit the required documents [via Google form](#) by Friday, November 8, 2024.
- Only complete nominations will be processed. Entries received after the deadline will not be processed.
- Candidates will receive a confirmation email upon receipt.

Required Documents:

- 1. Profile**
- 2. Resume/CV**

The PROFILE will include:

- 1. Background and skill sets for the position:** Why are you/your nominee would be best for this specific position? (250 words)
- 2. Vision statement for ASAP:** As a Board member, how would you/your nominee contribute to advancing ASAP's vision and mission, and that of the field? How does your work advance climate adaptation solutions? (250 words)
- 3. Personal expertise:** What sets you/your nominee apart from other candidates? What unique experiences or qualities do you have? What special contributions have you made to ASAP? (500 words)

Nominate candidates for ASAP's Board [here!](#)

Nominations are open October 23 - November 8, 2024

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***NOTE: Board Directors shall not receive any salaries or other compensation for their services but, by resolution of the Board, may be reimbursed for any actual expenses incurred in the performance of their duties.*

Board Roles and Competencies Required for Specific Board Positions

[Attached](#) are the Board Expectations and Requirements for All Board Members

1 - President	
Role	Competencies Required
<ul style="list-style-type: none"> ● Appoints chairs for ad-hoc committees ● Serves as direct liaison to the Executive Director 	<ul style="list-style-type: none"> ★ ASAP Member (minimum 1 year of previous membership) ★ Familiarity and documented experience of non-profit governance, with Roberts Rules of Order, board Charters and By-laws, fiduciary responsibilities, order of succession, etc. ★ Previous experience serving on a non-profit or for-profit board, management or executive level experience, or the equivalent. ★ Familiar with ASAP's current mission, strategic plan, and immediate and long-term goals.

2 - President-Elect	
Role	Competencies Required
<ul style="list-style-type: none"> ● Co-chair of the governance committee. ● Leads/serves in the absence of the President. 	<ul style="list-style-type: none"> ★ ASAP Member (minimum 1 year of previous membership) ★ Familiarity and documented experience of non-profit governance, with Roberts Rules of Order, board Charters and By-laws, fiduciary responsibilities, order of succession, etc. ★ Previous experience serving on a non-profit or for-profit board, management or executive level experience, or the equivalent. ★ Familiar with ASAP's mission, strategic plan, and immediate and long-term goals.

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3 - Secretary	
Role	Competencies Required
<ul style="list-style-type: none"> ● Plans and convenes regular and non-scheduled board meetings. ● Creates and distributes meeting agendas. ● Attends all board meetings and ensures that meetings are recorded. ● Takes meeting minutes at all board meetings, maintains all board records, ● Manages and maintains an organized repository of all board documents, including the meeting minutes, formal correspondence, and records of actions taken. ● Develops best practices for onboarding new board members. ● Manages all correspondence to and from the Board. ● Manages, records and archives all legal documents. ● Signs and validates (jointly together with the President) changes to the bylaws, charter, and other actions documents created by the board (i.e. annual reports, financial audits, etc.) ● Files, manages and archives conflict-of-interest statements from board and ad-hoc committee members. ● Produces an annual report in collaboration with the ASAP Executive Director and staff. 	<ul style="list-style-type: none"> ★ ASAP Member ★ Familiarity with non-profit governance, Robert's Rules of Order, Charter and By-laws, fiduciary responsibilities. order of succession, etc.

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4 - Justice, Equity, Diversity and Inclusion (JEDI)

Role	Competencies Required
<ul style="list-style-type: none"> ● Provides guidance to the Board, ASAP Members, partners, and contractors on strategies that enable equitable community engagement and collaborations that decolonize the language of vulnerability, poverty, agency, and power. ● Provides resources to the JEDI Steering Committee for developing and implementing processes, practices, and tools that ensure rigorous accountability metrics for ASAP peer learning groups and programs. ● Collaborates with the JEDI Steering Committee on considering revisions to the JEDI Statement. 	<ul style="list-style-type: none"> ★ ASAP Member ★ Familiarity with non-profit governance, Robert's Rules of Order, Charter and By-laws, and fiduciary responsibilities. order of succession, etc. ★ Understands and is committed to creating strategies that address the urgency, energy and resources to redress lack of diversity in ASAP's Network. ★ Understands and is committed to engaging, recruiting, and integrating climate adaptation professionals and practitioners (individuals and organizations) who identify as African descended, Indigenous/Native, Asian, Hispanic, Hawaiian/Pacific Islander, LGBTQIA+ communities, and people with disabilities. ★ Examines our internal and external messaging across all platforms to communicate how individuals, organizations and communities identify themselves. ★ Understands and is committed to increasing knowledge of climate change impacts on extremely vulnerable populations that include the very young and very old, populations who are disabled, unhoused, incarcerated and undocumented. ★ Understands and is committed to confronting embedded language, literature and images that employ whiteness as the default, and which explicitly and implicitly devalues the "other."

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5 - Governance

Role	Competencies Required
<ul style="list-style-type: none"> ● Recruits, tasks and oversees all ad-hoc committees. ● Develops and provides tactical timelines and support for short (12 months) and long term (60 months) strategic plans. ● Monitors Board compliance with external legal entities and provides guidance for procedural and legal oversight. ● Provides organizational identity and consistency. ● In collaboration with At-Large Board Members, develops procedures and guidelines for ASAP Member interests which are brought to the attention of and addressed by the Board in collaboration with the Membership Committee. ● Collaborates with Board, Executive Director, Membership, and Ad Hoc Drafting Committee on considering revisions to ASAP Code of Conduct and Professional Ethics. 	<ul style="list-style-type: none"> ★ ASAP Member ★ Familiarity with non-profit governance, Robert's Rules of Order, Charter and By-laws, fiduciary responsibilities. order of succession, etc.

6 - Finance

Role	Competencies Required
<ul style="list-style-type: none"> ● Collaborate with the Finance Director and Fundraising/Development Board member to assess the value of new grant opportunities, review grant proposals, review budgets, and assist with quarterly and yearly financial reports. ● Collaborate with the Finance Director to assess current banking relationships and processes and streamline cash flow receipts (accounts receivables). ● Recruit and secure non-contracted revenue streams. ● Create and support new relationships with Community Development Banks and minority banking institutions. 	<ul style="list-style-type: none"> ★ ASAP Member ★ Familiar with non-profit governance, Robert's Rules of Order, Charter and By-laws, fiduciary responsibilities, order of succession, etc. ★ Professional and practical knowledge of and experience with financial and accounting practices, planning, and forecasting. ★ Working knowledge/familiarity with funding-raising activities and processes ★ Knowledge of and experience with federal, state, philanthropic, and private sector contract managing and reporting. ★ Proficiency with excel and financial spreadsheets and databases. ★ Proficiency in non-profit short and long-term budgeting strategies.

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7 - Development/Fundraising	
Role	Competencies Required
<ul style="list-style-type: none"> ● Lead fundraising activities, and annual member giving campaigns in collaboration with ASAP's communications and marketing staff. ● Create ad hoc committees to engage targeted strategic partners in business, philanthropy, research academies, and private donors. ● Create ad hoc committees to support and engage targeted outside strategic partners in business, philanthropy, research academies, and private donors. ● Publish quarterly internal and external messaging to ASAP members in collaboration with ASAP's Communications staff. 	<ul style="list-style-type: none"> ★ ASAP Member ★ Familiar with non-profit governance, Robert's Rules of Order, Charter and By-laws, fiduciary responsibilities, order of succession, etc. ★ Knowledge of and experience with the development and delivery of monetary and non-monetary assets and goodwill for the benefit of the organization. ★ Experience in organizing, recruiting, directing, and leading fundraising and resource development efforts. ★ Ability to network and leverage personal and professional networks to benefit ASAP's growth and outreach. ★ Ability to understand and communicate trends in corporate and philanthropic giving (to staff and general membership) which inform strategic and technical opportunities for organizational stability and growth.

8 & 9 - Member-At-Large	
Role	Competencies Required
<ul style="list-style-type: none"> ● Act as board liaison between member-led 	<ul style="list-style-type: none"> ★ ASAP Member

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8 & 9 - Member-At-Large	
Role	Competencies Required
<p>interest groups and peer learning networks to inform and enrich the mission and goals of the organization, and the adaptation field.</p> <ul style="list-style-type: none"> ● Articulate the needs, expectations, and goals of organizational and individual members of the Board. ● In collaboration with ASAP's staff, assess and evaluate the cost of ASAP membership in relation to the benefits received. ● Develop metrics and assessment tools, technology, and training to achieve the above-mentioned data. ● Collaborate with staff to upgrade technology across all platforms. ● Collaborate with and support ASAP staff with member programming. ● Act as liaison for the mentor/mentee recruitment and programming. ● Serve as chair for ad-hoc committees constituted by the Board. 	<ul style="list-style-type: none"> ★ Familiarity with non-profit governance, Robert's Rules of Order, Charter and By-laws, fiduciary responsibilities, order of succession, etc. ★ Ability to support the development and enrichment of member experiences with ASAP Network.