

# Chapter Board of Directors – Overview

This position is a 3 year commitment to the Chapter.

**\*\*Up to 25 hours of Appraisal Institute continuing education (CE) credit may be earned for service to the Appraisal Institute. Please refer to Regulation No. 10: Continuing Education for more details.\*\***

The affairs and activities of the Chapter shall be administered by a Board of Directors. Directors are required to attend all Chapter Board Meetings and cannot miss more than 3 consecutive regularly scheduled board meetings. There are 4 quarterly board meetings per year. Sometimes, specially called board meetings occur.

## **Reporting**

The Chapter Board of Directors shall exercise all powers specifically delegated to the Chapters by this Regulation the national Bylaws, and the policies, resolutions and directives of the Appraisal Institute, subject to the restrictions upon such powers set forth in this Regulation and established by the national Board of Directors.

## **Composition**

The Chapter Board of Directors shall consist of elected and ex officio voting and nonvoting members. The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the Branch Chapters(s) (if any) shall be ex officio voting members of the Chapter Board of Directors. Each member of the national Board of Directors who belongs to the Chapter shall be an ex officio nonvoting member of the Chapter Board of Directors including the right to introduce and second motions and resolutions.

There shall be no fewer than three (3) elected members of the Chapter Board of Directors.

## **Duties Meetings**

The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular meetings shall be scheduled to permit timely discussion of matters to be considered by the national Board of Directors at its meetings.

## **Meetings in Person or by Interactive Technology:**

The Chapter Board of Directors may hold its meetings either in person or by interactive technology, so long as all Directors participating in the meeting can communicate with one another. Interactive technology includes, but is not limited to, conference telephone, electronic transmission, Internet usage or remote communication. Action taken at a meeting held via interactive technology shall be as effective as if the Directors had met in person.

## **Diversity**

It is the goal of the Appraisal Institute to foster a corporate culture that so thoroughly embraces diversity that it no longer needs a diversity committee or diversity initiative; diversity is integral to every aspect of the Appraisal Institute.

The Appraisal Institute is committed to being an organization that encourages and supports the perspectives and talents of every individual and embraces all people interested in pursuing a professional appraisal career, enabling all to contribute at their highest potential. Diversity also includes political and opposing opinions. The Committee Chair should make sure the committee members with differing opinions are free to express their opinions during meetings.

# Chapter Board of Directors

## Director – Position Description

### Minimum Qualifications

- Be a Designated Member or Candidate of the Appraisal Institute in good standing.
- Hold the status “continuing education program completed” if a Designated Member or have completed continuing education requirements of the Appraisal Institute for Candidates if a Candidate
- Have not been subject to publishable disciplinary action by the Appraisal Institute within the five (5) years prior to the date of election
- Meets requirements for experience, prerequisite knowledge, skills, specialized training and work-style characteristics applicable to all governing and implementation body members
- E-mail address and Web access

### *Desirable Qualifications*

- Attends Chapter Meetings
- Have served as a Chair of a committee, panel, or project team
- Respond to electronic approval of minutes in timely manner
- Serve on at least one committee (either as chair or committee member)
- Team-oriented
- Able to work collaboratively
- Politically aware
- Effective communicator
- Innovative and "big-picture" thinker
- Mission driven