

**ASSOCIATION OF PROFESSIONAL RESEARCHERS FOR ADVANCEMENT -GREATER  
NEW YORK CHAPTER**

**BY LAWS**

(Adopted February 1997, revised March 3, 2016)

**ARTICLE I. Name of Organization**

The name of the organization shall be the Association of Professional Researchers for Advancement - Greater New York Chapter (“APRA-GNY”). The organization shall operate as a local chapter of the Association of Professional Researchers for Advancement (“APRA International”), a private, nonprofit association.

**ARTICLE II. Purpose and Method**

APRA-GNY seeks to advance the goals and interests of persons currently working, or interested in working, in the field of prospect research, prospect management, and/or development analytics. These goals include, but are not limited to, professional development, continuing education, information sharing, and the advocacy of the prospect development profession. This will be carried out in programs held at least twice a year.

**ARTICLE III. Membership and Dues**

**Section A. Membership Requirements**

- All members are expected to take active part as a voter in board elections, contribute to member surveys, attend events, foster a positive association with the philanthropic community, and otherwise uphold and advance the responsibilities and goals of the chapter without conflict of interest.

**Section B. Membership Types**

APRA-GNY chapter membership shall be divided into three "active member" categories: full membership, student membership, and honorary membership.

- Full membership is open to anyone working in or interested in prospect research, prospect management, or development analytics.
- Student membership is open to anyone with a valid student ID who is working in or interested in prospect research, prospect management, or development analytics. The student membership has been offered at discount from the annual membership fee, determined by the Board of Directors.
- Honorary membership shall be extended no more than 5 additional people at the discretion of the Executive Board. Honorary membership will extend for the length of a single yearlong term, and be free of charge. This status is created to encourage networking between APRA-GNY and other local chapters, and other related fund-raising organizations.

**Section C. Membership Dues**

- Membership Dues are paid on an annual (12-month) rolling basis—if an individual becomes a member in May, renewal is the following May. Membership Dues may be increased or otherwise adjusted to meet the financial needs of APRA-GNY, at the discretion of the Board of Directors. Should there be an increase in price of membership, it will be announced prior to the end of the fiscal year. The Membership will be notified of the increase through a communication of the executive board and it will go into effect upon their next renewal date.

## ARTICLE IV. Board of Directors

### **Section A. Board Membership and Structure**

- APRA-GNY shall be governed by a Board of Directors (the “Board” or “Directors”) comprised of between four and 12 chapter members. The Board acts as trustee of the organization’s assets and ensures that the nonprofit is well managed and remains fiscally sound. The Officers shall be a President, Vice President, Secretary, and Treasurer, and comprise the Executive Board. The remaining Directors shall be Membership, Marketing/Social Media, and Programming. Directors will lead respective standing committees. Additional directors may be elected as necessary to meet future needs of APRA-GNY. At-Large Directors are expected to participate in Board meetings as voting members, take part in committees, attend programming, and should be considered for future leadership roles.

### **Section B. Terms of Office**

- Board Members shall be elected for one two-year term and may serve no more than two consecutive full terms in the same office. Board Members seeking reelection are subject to the same eligibility requirements as other candidates.
- The Officers of President and Secretary, and Directors of Membership and Programming shall transition within the same election cycle.
- The Officers of Vice President, Treasurer, and Director of Marketing/Social Media shall transition within the same election cycle. If a Board Member finishes an incomplete term of a departing Board Member, then the new Board Member is still eligible for two two-year terms.

### **Section C. Unexpected Vacancies**

- An unexpected vacancy occurs when and if a Board Member resigns, becomes disqualified, moves from the region, or is otherwise unable to perform his or her duties. Vacancies of all Board Members, Officers, and Directors shall be made public to the chapter membership, and filled by eligible chapter members approved by the remaining Board Members. A member chosen to fill a vacancy shall serve through the term of the person he or she replaces. If necessary, an elected Director, Officer, or At-Large Member may hold more than one Board position. If a Board Member finishes an incomplete term of a departing Board Member, then the new Board Member is still eligible for two elected two-year terms.

### **Section D. Eligibility**

Board membership is open to any APRA-GNY active member who meets all the following criteria:

1. Spends a portion of his or her professional duties devoted to prospect development.
2. Is a member of good standing of APRA-GNY for at least one full year prior to election.
3. In addition, officers of APRA-GNY must be members in good standing of APRA International.

### **Section E. Nominating Committee/Board Election**

#### *Timeline*

- On the last Monday of March, a Call for Nominations for Board Members (Officers and Directors) shall be announced to membership via email and made public on the APRA-GNY website, with each open Board Role outlined as described below.
- Also on the last Monday of March, the President will appoint four non-board members and one board member to serve on a Nominating Committee, to be chaired by the board representative.
- On the second Monday of April, all nominations for Board Members from the Board and the Membership at large shall be received and tallied by the Nominating Committee. They then review nominations and select one candidate for each open position in order to prepare a slate of directors and officers to the board for yes/no approval. Nominating Committee workings are all confidential; the board representative may not be nominated.

- On the last Monday of April, the Nominating Committee presents the slate to the board for a yes/no vote (conducted over Google Surveys, SurveyMonkey, or similar).
- On the last Monday of April, the board then presents this slate to membership for a yes/no vote
- On the first Monday of May, the approved slate of officers and directors will be introduced to the membership via email, and announced on the APRA-GNY website. On this day, the new two-year term will commence.

**Section F. Structure of the Board of Directors**

**The Board of Directors will be comprised of between four and 12 active members.**

*Officers*

**President:** Sets the agenda for and chairs all Board and membership meetings, and is spokesperson for the chapter.

**Vice President:** Receives and processes Board nominations and votes with President. Acts as President in his or her absence.

**Secretary:** Records Board minutes and distributes them to Board and membership. Works with APRA International to maintain any required nonprofit organizational status.

**Treasurer:** Manages financial accounting and prepares monthly reports for Board meetings. Works with Membership Director to process membership dues for the APRA-GNY chapter. Works with President to submit annual tax documents.

*Directors*

**Programming:** Secures speakers and locations for educational programs and networking events.

**Membership:** Drives membership strategy and execution of retention, satisfaction, and acquisition tactics. Stewards membership data.

**Marketing/Social Media:** Maintains APRA-GNY website, marketing of programs and events, and related internet and social media activities.

## ARTICLE V. Meeting and Programs

### **Section A. Board/Business Meetings**

- The Board of Directors of APRA-GNY shall conduct at least four business meetings per year. Dates of the meetings will be chosen by a majority of the Board Members.
- No less than one-half of the elected Board Members shall be required in attendance (in person or via teleconference) to constitute a majority in order that an issue be approved and/ or ratified. A Director may, with a minimum of two days' notice to the President, designate an alternate who may cast a full vote on behalf of the Director.
- When a board vote is required for a time-sensitive matter that cannot be held until the next meeting, a vote may be held via email or other electronic means.
- As the budget allows, APRA-GNY will set aside funds for annual board development.

### **Section B. Powers and Authorities**

- The Board of Directors shall have the ultimate authority to make and execute all rules, policies and/or decisions necessary in order to conduct the affairs of APRA-GNY in an effective manner.

### **Section C. Programs**

- Members of the programming committee shall plan at least two programs per year. A program is any scheduled gathering open to the membership-at-large and interested individuals who advance the goals of APRA-GNY (see Article II). Examples of programs include retreats, networking meetings, vendor presentations, discussion groups, seminars, or tours.

## ARTICLE VI. Finances

### **Section A. Fiscal Year**

- The Fiscal Year of APRA-GNY shall begin January 1 and end December 31 of the same year.

### **Section B. Dues**

- Dues shall be determined by the Board of Directors and will be payable annually by active members. Dues may be increased or otherwise adjusted to meet the financial needs of APRA-GNY, at the discretion of the Board of Directors. Should there be an increase in price of membership, it will be announced prior to the end of the fiscal year. The Membership will be notified of the increase through a communication of the executive board and it will go into effect upon their next renewal date.

### **Section C. Fees**

- Fees shall be set at the discretion of the APRA-GNY Executive Board and will cover expenses related to the ongoing functioning of the chapter.

### **Section D. Delinquency & Reinstatement**

- Active members whose dues have not been submitted within 30 days of the due date shall be considered delinquent and dropped from membership.

**ARTICLE VII. Amendments to the By-laws**

- Any active member in good standing of APRA-GNY may propose an amendment to the chapter bylaws. The Chapter Board will consider all proposals. If approved by the majority of the Board, a proposal will be presented to the membership-at-large for consideration at the next Board or business meeting, or by electronic vote. Amendments may be passed by a majority of voting members.

**ARTICLE VIII. Dissolution**

- At such time as the APRA-GNY Board of Directors feels it is appropriate, by a majority vote of the Board and membership, to dissolve APRA-GNY due to lack of membership, diminished interest, or other reasons, all funds remaining in the treasury after payment of debts will be given to APRA International or another APRA Chapter for scholarships and/or programming.

## **Board Role: PRESIDENT**

### **Charge/Responsibility:**

In accordance with established bylaws, policies and procedures, the President will serve as a member of the Executive Board of APRA-GNY. The president provides executive leadership, direction and support to the strategic planning effort, meeting and communicating regularly with both internal and external constituents.

### **Term of Service:**

The President is elected bi-annually, in years ending in an even number, by a majority vote of the membership to serve for a term of two years. Upon the completion of his/her term of service, the President will deliver to his/her successor all pertinent materials for which he/she is responsible.

### **Duties:**

The duties of the President may include but are not limited to:

*Independently:*

- Preside at Board meetings, and participate as a voting member
- Ensure that Board Members have the information they need to make informed decisions
- Maintain contact with committee chairs, helping them to stay on track and monitoring whether they need any additional support
- Enforce adherence to the Chapter's By-laws and assure the integrity of the Board process
- Ensure that all new Board members get a proper orientation to the Board through access to International's Chapter Leaders materials
- Submit our total active membership, board roster, a financial statement, and our nonprofit tax status to APRA International each year
- Take charge of the delegation of responsibilities, making sure that they are spread out equitably among the Board Members
- Organize the Board committees, appoint committee chairs and ensure that all are properly served by Board Members
- Represent the Chapter at public functions and before public bodies
- Attends or appoints a delegate to attend International's Chapter Summit and reports back to the Board Secretary
- Prepare, in consultation with the Secretary, the agendas for the Board meetings

*With Treasurer*

- Review financial reports submitted by the Treasurer, and advise the Board of these reports and any necessary actions by the Board. This includes monitoring the bank accounts of the chapter to maintain financial checks and balances
- Work with the Treasurer and Secretary to submit tax forms for the chapter to both IL Secretary of State and IRS to meet the May deadline

*With Director of Programming:*

- Coordinate the planning of the chapter's activities for the year ahead and plans for the Chapter's future. In this capacity, the President is responsible for ensuring that an ongoing planning process exists for the Chapter

*With Director of Membership:*

- Coordinate the recruitment of volunteers for each committee and board positions
- Monitor member benefits and sponsorship opportunities

*With Director of Marketing/Social Media:*

- Help the Director of Marketing/ Social Media maintain the chapter's online accounts including WildApricot, LinkedIn, Facebook, Twitter, GoDaddy, and Paypal
- Communicate with the membership on a regular basis through newsletters or events

**Time Commitment:**

The estimated time commitment for the President is approximately ten to twelve hours per month. This time commitment may vary based on the frequency of membership events, special circumstances, etc.

**Confidentiality:** As a member of the APRA-GNY Board of Directors, the President shall consider all Board and Committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

**Eligibility:**

Board membership is open to any APRA-GNY chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development.
- A member of good standing of APRA-GNY for at least one full year prior to the election.
- The President of APRA-GNY must be a member in good standing of APRA International
- Currently serve as a director or officer of APRA-GNY

## **Board Role: VICE PRESIDENT**

In accordance with established bylaws, policies and procedures, the Vice President will serve as a member of the Executive Board of APRA-GNY, chief advisor to the President, assisting the President in coordinating APRA-GNY activities. The Vice President agrees to be available for consultation by the Board President and other Board Members on an as-needed basis. This may include meetings with vendors for negotiation of contracts and ad hoc meetings with small groups of board members in person or by telephone or email. Most tasks are accomplished via email and telephone. In the event that the President requires assistance with or is unable to coordinate or lead APRA-GNY activities such as a board meeting, the Vice President is responsible for ensuring APRA-GNY's continuity.

### **Term of Service:**

The Vice President is elected bi-annually, in years ending in an odd number, by a slate vote of the executive board and approved by the Membership to serve for a term of two years. The Vice President's term must also be staggered with that of the Director of Programming.

### **Duties:**

The duties of the Vice President may include but are not limited to:

- Partner with the Director of Programming in the planning and executing of committee business and in the event of a vacancy of the Director position, serves as the Director until filled
- Assist the President in recruiting committed APRA-GNY members to serve on committees
- Participate in Board meetings as a voting member
- Ensure that records are available when required for reports, elections, referenda, other votes, etc
- Receives and reviews general ledger and bank statements monthly
- Ensure that an up-to-date copy of the bylaws is available at all meetings
- Ensure that proper notification is given of Directors' and Members' meetings as specified in the bylaws.
- In the absence of the President, the Vice President may call meetings to order, presiding until a new president is elected

### **Time Commitment:**

The estimated time commitment for the Vice President is approximately one to five hours per month. This time commitment may vary based on the frequency of membership events, special circumstances, etc.

**Confidentiality:** As a member of the APRA-GNY Board of Directors, the Vice President shall consider all Board and Committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

### **Eligibility:**

Board membership is open to any APRA-GNY chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development
  - A member of good standing of APRA-GNY for at least one full year prior to the election
  - The Vice President of APRA-GNY must be a member in good standing of APRA International
- Currently serve as a director or officer of APRA-GNY



## **Board Role: TREASURER**

### **Charge/Responsibility:**

In accordance with established bylaws, policies and procedures, the Treasurer will serve as a member of the Executive Board of APRA-GNY. S/he provides financial guidance and leadership to the Chapter and Board.

### **Term of Service:**

The Treasurer is elected bi-annually, in years ending in an odd number, by a slate vote of the board, to be approved by the Membership and serve for a term of two years. Upon the completion of his/her term of service, the Treasurer will deliver to his/her successor all pertinent materials for which he/she is responsible.

### **Duties:**

The duties of the Treasurer may include but are not limited to:

- The Treasurer is the custodian of all association funds. More specifically, the Treasurer oversees the receipting of membership dues and other payments; disburses funds at the discretion of the President and/or Board of Directors; oversees and reviews the financial budgets and financial statements; and assists with the annual and long-term strategic financial planning.
- Participate in Board meetings as a voting member
- Prepares the final, annual, balanced budget for full Board approval
- Prepares and submits tax return in consultation with the President
- Receives and reviews general ledger and bank statements monthly
- Oversees and approves bank and investment accounts, notifying Board of changes in accounts
- Signs checks and authorizes payments (Note: payments exceeding \$2,500 require two signatures – President, Treasurer and/or Vice President)
- Provides input to financial and investment policies
- Monitors and evaluates financial activities, accounting processes and investment performance
- Communicates with the Board of Directors, key budget, financial and other financial information
- Attends APRA International Treasurer Quarterly Conference Calls to keep the APRA-GNY Board informed of any pertinent information and activity
- Checks APRA-GNY Post Office Box

**Time Commitment:** The estimated time commitment for the Treasurer is approximately five to ten hours per month, including time spent on calls with the Board, as well as the time required to work in preparation of the annual budget. Additional time commitments include those related to annually scheduled Board of Directors meetings, strategic planning sessions and the APRA Annual International Conference.

**Confidentiality:** As a member of the APRA-GNY Board of Directors and Executive Board, the Treasurer shall consider all Board and Committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

### **Eligibility:**

Board membership is open to any APRA-GNY chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development.
- A member of good standing of APRA-GNY for at least one full year prior to the election.
- The Treasurer of APRA-GNY must be a member in good standing of APRA International.
- Currently serve as a director or officer of APRA-GNY

## **Board Role: SECRETARY**

### **Charge/Responsibility:**

In accordance with established bylaws, policies and procedures, the Secretary will serve as a member of the Executive Board of APRA-GNY. S/he manages the general correspondence of the Board of Directors.

APRA-GNY is required by law to maintain certain records for several purposes, including:

- Accurate recollection of decisions
- Determination of eligibility to vote
- Continuity of policies and practices
- Accountability of directors and officers

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements; and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. The Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, and performs other duties as the need arises and/or as defined in the By Laws.

### **Term of Service:**

The Secretary is elected bi-annually, in years ending in an even number, by a slate vote of the board, to be approved by the Membership and serve for a term of two years. Upon the completion of his/her term of service, the Secretary will deliver to his/her successor all pertinent materials for which he/she is responsible.

### **Duties:**

The duties of the Secretary may include but are not limited to:

#### *Before a Meeting*

- Consult with President and other Officers of the Board on order of the business of the meeting and setting the agenda in advance of the meeting
- Schedule and sending notice of scheduled meeting along with the agenda
- Circulate copies of minutes and any papers to be discussed, any reports or information requested at the last meeting

#### *At the Meeting*

- Ensure that accurate minutes are taken, approved by a vote of the Board, and a copy maintained in the corporate records
- Ensure that the records of the organization are maintained as required by law and made available when required by authorized persons. Records include articles of incorporation, lists of officers, Board and committee meeting minutes financial reports, and other official records
- Ensure that official records are maintained of members of the organization and Board and that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that an up-to-date copy of the Chapter's By-laws are available at all meetings
- Ensure that proper notification is given of Directors' and Members' meetings as specified in the bylaws
- Participate in Board meetings as a voting member. In absence of President and Vice President, the Secretary may call meeting to order, presiding until a new President is elected.
- Ensure that documents necessary to maintain the corporation are filed

**Time Commitment:** The estimated time commitment for the Secretary is approximately two to five hours per month, including time spent on calls with the Executive Committee and the Board of Directors. Additional time commitments include those related to annually scheduled Board of Directors meetings, strategic planning sessions, and the APRA Annual International Conference.

**Confidentiality:** As a member of the APRA-GNY Board of Directors and Executive Board, the Secretary shall consider all Board and Committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

**Eligibility:**

Board membership is open to any APRA-GNY chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development.
- A member of good standing of APRA-GNY for at least one full year prior to the election.
- The Secretary of APRA-GNY must be a member in good standing of APRA International.
- Currently serve as a director or officer of APRA-GNY

## **Board Role: DIRECTOR OF PROGRAMMING**

### **Charge/Responsibility:**

In accordance with established bylaws, policies and procedures, the Director of Programming will serve as a member of the Board of APRA-GNY and as chair of the Programming Committee.

The Director of Programming serves as the leader in the planning and execution of events for APRA-GNY. The Director organizes and leads Programming Committee meetings and delivers Committee reports to the APRA-GNY Board. While the Director is the lead of the Programming Committee, he or she must work in collaboration with Treasurer on high level decisions affecting the budget, contracts, and decisions that need Executive Board approval.

### **Term of Service:**

The Director is elected by a majority vote of the Membership to serve a two-year term that is staggered with that of the Vice President. Upon the completion of his/her term of service, the Director will deliver to his/her successor all pertinent materials for which he/she is responsible.

### **Duties:**

The duties of the Director of Programming may include but are not limited to:

- Plan and lead regular Committee meetings. Agendas will be sent out with suitable time for discussion to committee members prior to monthly meeting
- Delegate committee duties to members such as note-taking and event logistics
- Plan professional and social events for the Membership of APRA-GNY. This includes event content, speakers, volunteers, venue, and coordinates with the Marketing Committee for advertising
- Attend and manage events. Duties for events include bringing the event supplies bag and arranging for the basic functions of registration, signage, volunteer management, and the master of ceremonies role
- Partner with Membership Committee to recruit new and current members to host events and to participate in committee activities
- Communicate regularly with the APRA-GNY Board and participate in Board meetings as a voting member
- Perform other duties as may be assigned by the President and/or Board of Directors

### **Time Commitment:**

The estimated time commitment for the Director of Programming is approximately five to ten hours per month. This time commitment may vary based on the frequency of membership events, special circumstances, etc.

**Confidentiality:** As a member of the APRA-GNY Board of Directors, the Director of Programming shall consider all Board and committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

### **Eligibility:**

Board membership is open to any APRA-GNY Chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development
- Is a member of good standing of APRA-GNY for at least one full year prior to election

## **Board Role: DIRECTOR OF MEMBERSHIP**

**Charge/Responsibility:** In accordance with established bylaws, policies and procedures, the Director of Membership will serve as a member of the Board of APRA-GNY and as chair of the Membership Committee.

The Director of Membership is responsible for membership retention and satisfaction, and new member acquisition for APRA-GNY.

### **Term of Service:**

The Director is elected bi-annually, in years ending in an even number, by a majority vote of the membership to serve for a term of two years. Upon the completion of his/her term of service, the Director will deliver to his/her successor all pertinent materials for which he/she is responsible.

### **Duties:**

The duties of the Director of Membership may include but are not limited to:

- Leadership of the APRA-GNY Membership Committee
- Will prepare and run regular Committee meetings as needed. Agendas will be sent out with suitable time for discussion to committee members prior to meeting
- Development and implementation of comprehensive strategy for membership retention and growth, including recruitment and satisfaction efforts, mail campaigns, promotional materials, and results analysis in accordance with the APRA-GNY Board goals
- Identification of groups of prospective members and the development of outreach approaches
- Research of member needs and subsequent membership strategy modifications based on analysis
- Management of renewal, new member, and recruitment communications, including welcome letters, reminder letters, etc.
- Communicate regularly with the APRA-GNY Board and participate in Board meetings as a voting member
- Perform other duties as may be assigned by the President and/or Board of Directors

### **Time Commitment:**

The estimated time commitment for the Director of Membership is approximately five to ten hours per month. This time commitment may vary based on the frequency of membership events, special circumstances, etc.

### **Confidentiality:**

As a member of the APRA-GNY Board of Directors, the Director of Membership shall consider all Board and committee discussions to be confidential and shall abide by APRA's Conflict of Interest Policy.

### **Eligibility:**

Board membership is open to any APRA-GNY Chapter member who meets all the following criteria:

- Spends a portion of his or her professional duties devoted to prospect development
- Is a member of good standing of APRA-GNY for at least one full year prior to election

## **Board Role: DIRECTOR OF SOCIAL MEDIA/ MARKETING**

**Charge/Responsibility:** In accordance with established bylaws, policies and procedures, the Director of Social Media and Marketing will serve as a member of the Board of APRA-GNY. The Director of Social Media/ Marketing is a co-leader with the President, Vice President, and Directors of Programming and Membership in the planning and execution of marketing for APRA-GNY events, programs, and membership drives. APRA-GNY is driven by membership, and therefore makes a point to interact regularly with our online community. The Director organizes and leads Marketing Committee meetings and delivers marketing reports to the APRA-GNY Board.

**Term of Service:** The Director is elected by a majority vote of the membership to serve a two year term. Upon the completion of his/her term of service, the Director will deliver to his/her successor all pertinent materials for which he/she is responsible.

**Duties:** The duties of the Director of Social Media/Marketing may include but are not limited to:

- Will prepare and run regular Committee meetings as needed. Agendas will be sent out with suitable time for discussion to committee members prior to meeting
- Work with other board members and volunteers to manage the development of a social media strategy and marketing materials for events, programs, and membership drives
- Delegate committee duties to members such as blog writing, social media presence, graphic design, and the generation of new marketing ideas
- Maintains the look and “voice” of the APRA-GNY website. Helps teach others how to utilize the site so that external messaging is consistent
- Creates templates for presentations, emails, letterhead, and other items as needed
- Leads the organization, design, and distribution of marketing as needed with the President
- Proposes ideas for events, programming, and campaigns that increase the presence and voice of APRA-GNY in coordination with the Director of Programming and the Director of Membership
- Attends and markets events. Provides and makes it easy for board members and volunteers to share information regarding upcoming events and campaigns
- Partners with Membership Committee to recruit new and current members to volunteer to utilize social media during and between events, as well as volunteers that have an interest in blog writing and/or design
- Communicate regularly with the APRA-GNY Board and participate in Board meetings as a voting member
- Perform other duties as may be assigned by the President and/or Board of Directors

### **Time Commitment:**

The estimated time commitment for the Director of Social Media and Marketing is approximately five to ten hours per month. This time commitment may vary based on the frequency of membership events, special circumstances, etc.

### **Confidentiality:**

As a member of the APRA-GNY Board of Directors, the Director of Social Media and Marketing shall consider all Board and Committee discussions to be confidential and shall abide by APRA’s Conflict of Interest Policy.

### **Eligibility:**

**Board membership is open to any APRA-GNY chapter member who meets all following criteria:**

- Spends a portion of his or her professional duties devoted to prospect development
- Is a member of good standing of APRA-GNY for at least one full year prior to election