

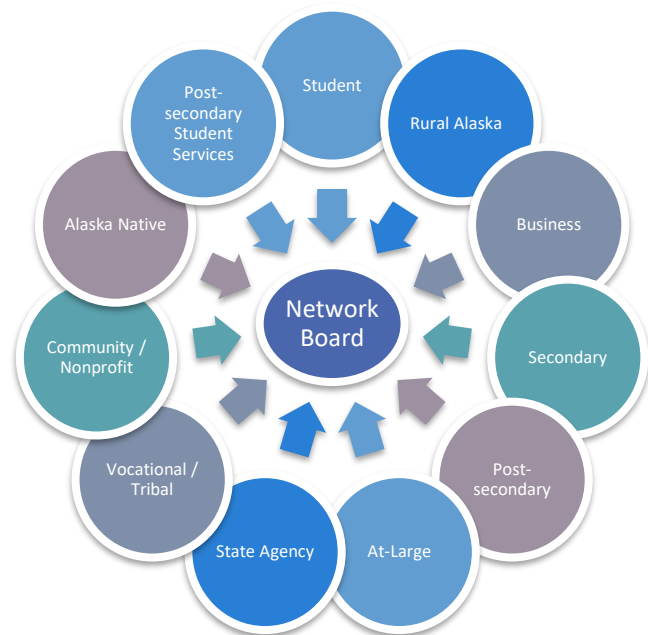
## Network Board of Directors Responsibilities

1. Promote awareness of, and advocate for, the Network
2. Responsible for the overall policy and direction of the Network
3. Performs work on behalf of the Network
4. May delegate tasks to the staff and committees; however, responsible for directing and monitoring committee activity
5. Serve on a minimum of one committee
6. Attend and actively participate in majority of Board of Director meetings in accordance with the Network Board of Directors Attendance Policy

## Composition

The Network Board of Directors shall consist of at least eleven (11) and no more than fifteen (15) members.

7. Directors are elected to three-year terms and are eligible for re-election for indefinite number of consecutive terms.
8. Terms shall be staggered to ensure not more than one-half the board turns over at each election.
9. Election Committee shall be responsible for soliciting nominations for prospective Directors and developing a slate of candidates that represents the Network's diverse constituency.
10. Any Network member can nominate themselves or another member to be a candidate on the election ballot.
11. The Election Committee shall complete a review of the slate of candidates, verifying all nominees meet qualifications for the office of Director and the established criteria for eligibility to serve for an affiliated seat. The Election Committee may reassign any seat-specific nomination to an at large seat if the nominee does not meet the established criteria or whose affiliations makes them eligible for multiple seats.



## Eligibility

- To be eligible to serve on the Board of Directors, the person must be a Network member 16 years of age or older
- To be eligible to serve in a designated seat affiliation, the individual must meet the established affiliate classification criteria listed below:
  - **Student:** Current postsecondary student attending an Alaska institution/apprenticeship at least half time, or a secondary student attending an Alaska high school, at the time they are seated on the Board
  - **Secondary Education:** Employed in an Alaska educational institution serving secondary students for a minimum of two years at the time they are seated on the Board

# ALASKA POSTSECONDARY ACCESS & COMPLETION NETWORK (THE NETWORK) BOARD OF DIRECTORS ROLES & RESPONSIBILITIES AND ELECTION PROCEDURES



- **Postsecondary Education:** Employed in an established Alaska postsecondary institution for a minimum of two years at the time they are seated on the Board
- **Community Org/Non-Profit:** Representative of an Alaska community organization or non-profit entity for a minimum of two years at the time they are seated on the Board
- **Business:** Employed by an Alaska for-profit business sector for a minimum of two years at the time they are seated on the Board
- **Postsecondary Student Services:** Employed as a direct service provider at an established Alaska postsecondary institution for whom day-to-day support to postsecondary students is a substantial job component for a minimum of two years at the time they are seated; for-profit business sector for a minimum of two years at the time they are seated on the Board
- **Alaska Native:** Enrolled in a federally recognized Alaska tribe and residing in Alaska at the time they are seated on the Board
- **State Agency:** Employed in an Alaska state agency for a minimum of two years at the time they are seated on the Board
- **Rural Alaska:** Reside in an Alaska rural community (as defined below) for a minimum of five years at the time they are seated on the Board
  - Note: Rural community is defined as **A**) a community having a population of 5,500 or less, and not on the road or rail system to Anchorage or Fairbanks; OR **B**) a community having a population of 1,500 or less, and connected by road or rail system to Anchorage or Fairbanks.
- **Vocational/Tribal:** Employed in a tribally recognized organization or an established Alaska employment and training center for a minimum of two years at the time they are seated on the Board

## Officers

There shall be five officers, consisting of a president, two vice presidents consisting of the president-elect and immediate past president, secretary and treasurer, all of whom shall be chosen from among the members of the Board of Directors by majority vote of, and serve at the pleasure of, the Board of Directors. Officers shall be elected on an annual basis on a date set by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary. Each officer shall serve a one-year term of office and may not serve more than three consecutive terms in a single office.

### President:

- Sets Network meeting schedules and agendas with Network staff
- If present, presides at all Board meetings

### Vice President – President Elect:

- Supports the president in the president's day-to-day responsibilities
- Performs the duties of the president in the president's absence
- Shall normally accede to the office of president upon the completion of the president's term of office

### Vice President – Immediate Past President:

- Provides guidance to current president
- Assists with day-to-day responsibilities and tasks when appropriate
- If no longer a member of the Board of Directors at time of becoming past president, he/she may participate as a non-voting member of the Board of Directors

**Secretary:**

- Responsible for keeping records, or causing records to be kept of Board of Directors actions
- Oversees the taking of minutes at all Board of Directors meetings
- Sends out meeting announcements as required by the bylaws
- Distributes copies of minutes and agendas to each Board of Directors member

**Treasurer:**

- Provides oversight to the financial condition and affairs of the Network
- Keeps the Board of Directors informed of the financial condition of the Network
- Prepares and maintains a budget for the Network, and ensures it is made available to the Board of Directors as may be required

## **Network Board of Directors Election Procedures**

The Network Board of Directors Election shall be held around timeframe of annual Network Member Meeting.

- **Step 1 – Nominations:**
  - Individuals seeking nomination should fill out the Nomination Form and submit it along with a personal biography (no more than 250 words in length) to the Election Committee via e-mail ([65by2025@gmail.com](mailto:65by2025@gmail.com)) by the deadline.
- **Step 2 – Acceptance:**
  - The Election Committee will review nominations and ensure all designated nominees meet criteria
  - Network staff will contact all nominees who did not self-nominate, provide overview of responsibilities, and give them the opportunity to accept or decline the nomination
  - Election Committee will request nominees to submit a biography (250 words or less)
    - Note: Inform nominees that the biographies will be included on the election ballot
- **Step 3 – Board Review of Accepted Nominations:**
  - Election Committee will submit the slate of candidates nominated in compliance with the above-specified procedures and so determined to be eligible candidates to the Board of Directors for approval.
  - Upon approval of the Slate of Candidates by the Board of Directors, the Election Committee will notify all nominees of their eligibility status prior to publishing and distributing the office election ballot.
- **Step 4 – Election:**
  - Election Committee will publish and distribute information about nominees and election procedures to the Board of Directors and Network members at least 10 days prior to election start date
  - Elections will be conducted via a confidential polling system which will be sent out to all Network members listed on the Network Member Directory
  - Only one polling response per Network member is allowed
- **Step 5 – Tie Breaker:**
  - Election Committee will send out a secondary poll to current Board of Directors in case of a tie between two or more nominees for the same Board seat
    - Note: Current Board members seeking re-election will be ineligible to participate in tie-breaking votes