

FL APSE Board Member - Position Description



Position Summary

The Florida APSE (Association of People Supporting Employment First) Board Member plays a vital governance, strategic, and leadership role in advancing competitive, inclusive employment for individuals with disabilities across Florida. Board Members represent the organization, ensure compliance with national APSE bylaws and ethical standards, and actively support organizational initiatives, including annual conferences, educational programming, community partnerships and advocacy.

Key Responsibilities & Performance Expectations

1. Meeting Attendance & Governance

- **Board Attendance:** Attend at least **70% of regularly scheduled Board meetings**. Notify officers in advance if a conflict or emergency prevents attendance.
- **Board Frequency & Quorum:** Participate in regularly scheduled Governing Board meetings (typically held monthly).
- **Committee Involvement:** Actively serve on committees to drive organizational outcomes, including planning events and conferences, soliciting webinar speakers, developing governance policies, and leading fundraising initiatives.

2. Engagement & Professional Outreach

- **Networking:** Attend a minimum of **one networking event annually** to promote FL APSE and build strategic partnerships.
- **Education & Presentation:** Host or present at least **one webinar per year** to educate stakeholders on inclusive employment practices.
- **Professional Development:** Attend **2 or more National APSE Communities of Practice (CoPs)** or national webinars annually to stay informed on emerging trends and policy.

3. Conference Support & Revenue Generation

- **Sponsorship:** Assist in recruiting and securing sponsors for the annual summit and other state initiatives.
- **Programming:** Recruit presenters, assist in session selection, and help organize panel sessions.
- **Event Operations:** Support on-site conference operations through volunteering, coordinating logistics, or providing administrative assistance.

4. Advocacy, Ethics & Fiduciary Duty

- **Ethical Leadership:** Act in the best interest of the organization, adhere to national APSE Ethical Guidelines, maintain confidentiality, and exercise prudent fiduciary oversight.

- **Ambassadorship:** Serve as an active spokesperson and ambassador for FL APSE, promoting the organization's mission within personal and professional networks.

Qualifications & Board Composition Standards

- **APSE Membership:** Must maintain active, continuous membership with National APSE.
- **Diverse Representation:** To ensure balanced community perspectives, the Board composition includes:
 - Individuals experiencing disabilities
 - Family members of individuals with disabilities
 - Business owners/employers
 - Supported employment direct service providers

Terms & Time Commitment

- **Term Length:** Board members serve **one to three year terms** (staggered across the board structure).
- **Estimated Time Commitment:** 5 - 10 hours per month (inclusive of meetings, committee work, educational events, and conference preparation).
- **Joining the Board:** New board members may join through one of two pathways:
 - **Board Appointment:** Appointed directly by the Board to fill an open position and address immediate organizational needs during the term.
 - **General Election:** Elected during the annual general election period held during the 1st quarter (Q1) of each year.

To learn more about this opportunity or express your interest, please contact us at flapse@apse.org or join us at our Annual Summit. We'd love to talk more!