**Proposed Draft of Definitions of APBS Infrastructure**

The purpose of the Definitions table below is to provide documentation that aligns with the APBS mission and vision reflective of the organization’s activities to accomplish APBS goals. This format is intended to increase both efficiency and effectiveness of the APBS infrastructure by clarifying purpose and accountability for each unit within the infrastructure.

| **Unit** | **Description** | **Purpose** | **Communication Process** | **Measure of Success (timeliness, quantity, quality)** |
| --- | --- | --- | --- | --- |
| Full Board | * Defined in By-Laws
* Voting members elected by the Membership
* Ex-officio members nominated by President and appointed by majority vote of board of directors
 | * Provides oversight, supervision, and guidance of APBS business
* Supervises the Executive Director of APBS and oversees all contracts
* Guides the direction of the organization and ensures the vision and mission of APBS is achieved
 | * Meets quarterly by conference call and onsite at annual conference
* Members chair Committees, Ad Hoc Work Groups, and Workgroups
 | * Annual profit and growing attendance of APBS Conference
* Increase in membership annually
* Posted meeting minutes
* Annual report documentation including website statistics as well as progress on accomplishing annual goals
 |
| Executive Committee | * Defined in By Laws
* Elected by the Full Board annually
* Comprised of the President, Vice President, Treasurer, and Secretary plus Executive Director (as Ex-officio)
* Vice President, Secretary and Treasurer serve as direct link to relevant committees
 | * Develops recommendations with respect to various matters pertaining to the affairs of APBS and reports these recommendations to the Full Board for action
* Completes already approved tasks on behalf of the Full Board throughout the year and identifies issues that need to be addressed
* Organizes the Full Board meetings, guides the APBS newsletter, prompts tasks that are approaching deadlines, monitors fiscal matters on scheduled basis, and ensures APBS goals and objectives are met
* Oversees and/or provides communication with individuals seeking information about APBS
 | * Meets by conference call every other month or monthly depending upon the needs of the organization and time of the year
* The Executive Director and Conference Coordinator attend meetings
* Communicates virtually(e.g. email) as necessary both within the Executive Committee and with the Full Board
 | * Full Board review
* Annual profit and growing attendance of APBS Conference
* Increase in membership annually
* Annual report
* Posted meeting minutes reflects organizational activities and outcomes
 |
| General Operating Committee | * Comprised of chairs and/or co-chairs from the three main committees (Membership, Dissemination, and Training and Education) and the Executive Director
* Serves as conduit for inter-committee communication/collaboration
* Serves as portal for action items to bring to EC/Full Board
 | * The purpose of the GOC is to ensure that the action plan goals and objectives are integrated across the three committees
* The evaluation summaries for each of the three committees will be compiled and reported to the GOC in order to finalize the annual report
* The annual report will be completed by GOC
 | * Meets virtually on scheduled basis
* Recommends action items for agenda of Executive Committee
 | * Annual Report
* GOC Meeting minutes
* Execute Committee and Full Board agendas and meeting minutes reflecting GOC actions that reflect APBS priorities
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| Ad Hoc Board Workgroup | * Created by the Full Board during meetings to complete an action or task
* Disbands as soon as task is completed
* Length of time each workgroup is in existence varies based on task
 | * Completes specific time-limited tasks as defined by the Full Board (chair appointed by President)
* Reports to the General Operating Committee, Executive Committee and ultimately the Full Board on a regular basis and upon completion of the identified task
 | * Meets through various measures (e.g. virtually) to complete tasks
* Provides updates through the General Operating Committee structure on scheduled basis
 | * Meeting minutes from Ad Hoc Workgroup meetings as well as minutes from GOC, EC and Full Board
* Actions completed related to specific tasks given to each Ad Hoc Workgroup
 |
| Committee | * Defined in bylaws
* Renewed annually
* Three current committees (Dissemination, Membership and Training/Education)
 | * Directs and supports activities within relevant committee domain to achieve mission
* Linked to the operation of the organization through annual action plan and logic model
 | * Reports through GOC
* Committee meeting minutes
 | * Action plan goals and objectives are met annually
* Annual report
* Posted meeting minutes
 |
| Workgroup | * Established by the full board to address need identified by relevant committee
* Renewed annually (as relevant)
 | * Completes work as directed by relevant committee
* Linked to the operation of the organization
 | * Reports through the relevant committee
 | * Based on action plan developed by the work group under direction of committee
* Meeting minutes reposted through relevant committee
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| APBS Network | * Approved by full board
* Organized by state, location, interest or themes
* Annual update
* A workgroup that falls under membership committee
 | * Provides a forum for diverse groups around APBS issues
* Linked to the interests of the network members
 | * Function as loosely coupled networks of PBS practice
* Meet through various means (e.g. virtually) as relevant to address network goals.
 | * Annual update submitted to chairs (co-chairs) of Membership Committee that reflects accomplishment of goals
* Increase in percent of network members that join APBS
* Increased number of APBS networks
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