



Florida Association of
Professors of Educational Leadership

**FLORIDA ASSOCIATION OF PROFESSORS OF
EDUCATIONAL LEADERSHIP
(FAPEL)**

BOARD OF DIRECTORS HANDBOOK

January, 2017

FLORIDA ASSOCIATION OF PROFESSORS OF EDUCATIONAL LEADERSHIP
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I. ORGANIZATION INFORMATION

A. Purpose of the Board of Directors Handbook

The purpose of this handbook is to provide a resource that contains all the important documentation of the Florida Association of Professors of Educational Leadership (FAPEL) as well as an outline of all the functions, duties, and positions held by the Board of Directors (BOD).

This document should be reviewed annually and amended when necessary in accordance with the governance procedures and policies.

This document should serve to inform both the FAPEL BOD and FAPEL members concerning the functioning of the organization.

FAPEL goals and objectives shall be driven by member needs as identified through a systematic process.

B. FAPEL Board Mission and Vision

i. Mission.

Our mission, as the FAPEL Board of Directors, is to provide guidance to the organization and assist its members in promoting the organization's values and achieving its goals. The Board of Directors, which is comprised of five elected positions (and ad hoc members as needed), meets regularly to review the current direction of the organization; design, plan, implement, and evaluate FAPEL activities, and conduct other business related to the functioning of FAPEL.

ii. Vision.

Our vision is to create an organization that develops and promotes the profession of professors of educational leadership in the State of Florida and contributes to enhancing the profession of school leaders through education and advocacy for the best research, learning, policy, and practice of the profession throughout the state.

II. BOARD MEMBER RESPONSIBILITIES

A. President

The role of the President is to oversee all activity of the Board of Directors, as well as the organization as a whole. It shall be the duty of the President to call meetings and to chair the Board of Directors. The President shall preside at all meetings of the association. In summary, the President is responsible for:

1. Assuming overall responsibility for the organization's effectiveness in achieving its purpose
2. Inviting and directly communicate with all special guests to meetings
3. Negotiating hotel and meeting space agreements for annual meetings with the President-elect
4. Approving all communications, minutes, agendas, handouts, etc. that are distributed
5. Monitoring the organization's finances and Treasurer's reports
6. Assisting with the facilitation of any other needs, such as the web content
7. Considering options and enhancements that are reasonable for volunteers to accomplish and that increase and maintain the organization's relevance
8. Leveraging opportunities to enhance the organization's presence and financial stability
9. Serving as the host/hostess and spokesperson for all meetings and events
10. Representing FAPEL on the FASA Executive Board
11. Representing FAPEL at ICPEL

B. President-Elect

The role of the President-Elect is to act as the second in command in the absence of the President. It shall be the duty of the President-Elect to serve as a member of the Board of Directors, and to assist the President in carrying out responsibilities. The President-Elect shall serve as membership chairperson for the association. The President-Elect shall serve as President in the absence of the President. In summary, the President-Elect is responsible for:

1. Negotiating hotel and meeting space agreements for annual meetings with the President
2. Managing the FAPEL membership database
3. Assisting the President in the completion of any of his or her responsibilities

C. Past-President

The role of the Past-President is to represent FAPEL at professional meetings, to lead mentoring of graduate student members, and to assist the President and Board of Directors in carrying out responsibilities. In summary, the Past-President is responsible for:

1. Acting as the mentor to all graduate student members in FAPEL
2. Representing the Board of Directors and FAPEL at any and all professional development meetings he or she attends.

D. Secretary

The role of the Secretary is to support the President in ensuring the Board of Directors meetings run smoothly. It shall be the duty of the Secretary to take, prepare, and distribute to all members minutes of all meetings and perform other such duties as pertain to that office. In summary, the Secretary is responsible for:

1. Ensuring FAPEL meetings are effectively organized and all information and topics discussed are recorded accurately
2. Circulating agendas, minutes, and reports
3. Acting as the liaison between the Board of Directors and meeting presenters
 - i. Meeting binder contents
 - ii. Certificate of attendance
 - iii. Presentations and reports circulated to members
4. Liaising with the President to plan Skype Board of Directors meetings
5. Maintaining effective records and administration

E. Treasurer

The role of the Treasurer is to act as the financial adviser of the Board of Directors and shall oversee the financial affairs of the association. In summary, the Treasurer is responsible for:

1. Receipting membership and registration monies
2. Managing the FAPEL Pay Pal account and its processes
3. Handling payment inquiries from constituents
4. Making bank deposits of cash on hand and Pay Pal Account
5. Ensuring accuracy of bookkeeping reports and balancing FAPEL Bank account
6. Approval of purchases and reimbursements
7. Liaising with the FAPEL Secretary on registration and membership for both fall and spring meetings
8. Providing a monthly budget update to FAPEL Board of Directors

III. AD HOC COMMITTEES

Ad hoc committees are aligned to FAPEL goals and are established, disbanded, or continued by action of the FAPEL Board of Directors as part of an annual review of the organization.

Committees serve at the discretion of the Board of Directors, and each committee shall be chaired by a member elected by the membership of that particular committee.

IV. RELATED DOCUMENTATION

- A. Governing Documents
- B. Board of Directors List
- C. Ad Hoc Committee List (Current)
- D. Contact Information
- E. Past President List
- F. Membership Benefits

A. Governing Documents

- A. FAPEL Constitution
- B. FAPEL By-laws

B. Board of Directors List (2016-2018)

| Role | Name | Institution | Email address |
|-----------------|----------------|-------------------------------|--------------------------|
| President | Jerry Johnson | University of Central Florida | jerry.johnson@ucf.edu |
| President-Elect | Fern Aefsky | Saint Leo University | fern.aefsky@stleo.edu |
| Secretary | Sheila Moore | Florida A&M University | sheila.moore@famuc.edu |
| Treasurer | Jason LaFrance | Florida Southern College | jlafrance@flsouthern.edu |
| Past President | Valerie Storey | University of Central Florida | valerie.storey@ucf.edu |

C. Ad Hoc Committee List (Current)

- Legislative Committee
- Policy Committee

D. Contact Information

Jerry Johnson, FAPEL President
UCF College of Education and Human Performance
P.O. Box 161250
Orlando, FL 32816-1250
jerry.johnson@ucf.edu

E. Past President List

| Name | Institution | Date | Email address |
|-----------------------|----------------------------------|-------------|-------------------------------|
| Valerie A. Storey | University of Central Florida | 2016-2018 | Valerie.Storey@ucf.edu |
| Daniel Reyes-Guerra | Florida Atlantic University | 2014-2016 | dreyes@fau.edu |
| Rose Taylor | University of Central Florida | 2012-2014 | Rosemarye.Taylor@ucf.edu |
| Pat Maslin-Ostrowski | Florida Atlantic University | 2010-2012 | Pmaslin@fau.edu |
| Debra Touchton | Stetson University | 2008-2010 | dtouchto@stetson.edu |
| Michele Acker-Hocevar | Florida Atlantic University | 2007-2008 | ackerhoc@tricity.wsu.edu |
| Jess E. House | University of Central Florida | 2005-2007 | JE-House@wiu.edu |
| Steve Permuth | University of South Florida | 2003-2005 | Permuth@tempest.coedu.usf.edu |
| Cecil Carter | Florida Gulf Coast University | 2001-2003 | ccarter@fgcu.edu |
| Paul Borthwick | Nova Southeastern University | 1999-2001 | cyspaul@nsu.nova.edu |
| William Bozeman | University of Central Florida | 1997-1999 | bozeman@bozemanassociates.com |
| Peter Cistone | Florida International University | 1995-1997 | cistonep@fiu.edu |

F. Membership Benefits

The benefits of becoming a member of FAPEL are numerous for both professors in educational leadership and graduate level students pursuing Master's and Doctoral degrees in educational leadership. Major areas that benefit FAPEL members are increased communication and networking within the profession, an active policy voice, and development in areas of professional learning

Communication

- Annual meetings
- Newsletter
- Updates on local, state, and national educational leadership policy & issues updates
- Updates on the Florida Educational Leadership Exam (FELE)
- Board and committee opportunities
- Research publication and presentation opportunities

Policy Voice

- FAPEL representation on state committees
- Annual legislative talking points
- ICPEL representation
- FASA BOD representation

Professional Learning

- Policy updates
- Program renewal information
- Learning opportunities related to data analysis
- Opportunities for research collaboration
- Mentoring and networking opportunities