



Board of Trustee Job Description

The mission of the American Psychological Foundation is to leverage the power of philanthropy to advance psychological knowledge by investing in innovative research and applications that prioritize people and their wellbeing.

In order to keep the organization functioning well and growing in its support of psychology and psychologists, APF relies on a CEO and a Board of Trustees who are informed, can provide perspective and guidance, and can make necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a Trustee. Trustees receive no payment for their work.

The APF Board is composed of 10-15 Trustees who are appointed by a majority vote. The term of office for appointed Trustees is three years from the date of appointment.

Prospective trustees should be aware of the following criteria, which will be used by the other APF Board members in evaluating candidates for the vacant position. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about APF fundraising and programs, to attend Board meetings, and to carry out Board assignments. There are four Board meetings a year, two in-person for 2-3 days, and 2 virtually for 1-2 days. Trustees are also expected to serve on 1-2 committees that meet quarterly for 90 minutes. Between meetings, you will be asked to respond to grant approvals and other requests via email.
2. Faithfully read and understand the organization's financial statements and Board materials in advance of meetings.
3. Be genuinely interested in and understand the importance of APF's mission.
4. Understand the needs of psychologists, of the psychological field, and of the public for which psychology can serve the greater good, and be willing to communicate those needs to the Board.
5. Be able to work with others to reach a common goal.
6. Be open-minded, intellectually curious, and respectful of the opinions of others.
7. Have the courage to plan creatively and direct the effective implementation of those plans.

This list captures the typical Board member responsibilities. Like all non-profit Board responsibilities, there are unpredictable situations that demand Board member involvement and create time sensitive tasks/responsibilities.

WHAT TRUSTEES DO

- Set APF policy, mission, and goals
- Employ and evaluate the CEO
- Advocate for APF
- Evaluate and approve program recipients

CRITERIA:

Required:

- Good reputation and standing in all relevant professional bodies
- Participate in Board contribution requirements, currently between \$1,000 and \$5,000

Preferred:

- APF is particularly interested in candidates with expertise and experience in the following areas at this time:
 - Dissemination & Implementation Science (e.g., leadership experience in DIS organizations)
 - Business & Leadership Experience & Networks
 - Legal Expertise
 - Early Career Psychologists
- Applicants should be established in their chosen field and able to demonstrate expertise
- Experience or willingness to learn fundraising
- Experience with APF
- Experience in governance structure and supporting organizations