



Per the Policy and Procedures for SENPA, Inc.

Candidate Qualifications.

A candidate must be the Designated Representative or otherwise designated owner, officer, director, or employee of a voting member in good standing. A candidate for President must have served at least one year as a director prior to the beginning of his or her term as President.

Leader Profile.

The following list of essential qualities shall be considered in the development, recruitment, and nomination of candidates for the Board of Directors:

1. Ability to create a vision
2. Problem-solving skills
3. Ability to effectively address conflict
4. Previous board or committee experience
5. Commitment to volunteerism
6. Willingness to contribute (either financially, in-kind, or both) to SENPA
7. Ability to understand, accept, commit to, and apply the applicable SENPA Bylaws and Policies and Procedures.

Roles and Responsibilities of Board Members.

The SENPA Board of Directors is responsible for the ultimate direction of the Association's affairs.

Board members:

1. Determine programs and a budget for the organization
2. Determine the financing of the budget
3. Attend all phone and in-person board meetings and actively participate in those meetings or arrange to be excused from scheduled meetings

4. Actively participate as a member of at least 2 committees as nominated by the President of the association and approved by the board of directors
5. Exercise a fiduciary duty to the organization to act reasonably, prudently, and in the best interest of the organization and to avoid negligence, fraud, and conflict of interest
6. Assist in the implementation of programs as deemed appropriate by the Board (e.g., Management duties at the annual trade show and education day or when soliciting vendors at other trade shows)
7. Actively advocate and promote the organization and network, when possible, with other organizations sharing similar interest
8. Are actively involved in the periodic review of the organization's mission, vision, Bylaws, policies and procedures, budget and financial condition and committee decisions
9. Make recommendations for possible replacements for their board seat at the completion of their term

## Information for SENPA Board of Director positions:

Terms: Two years

### Commitments:

In-person meetings: There is a minimum of 2 in-person meetings

1. Strategic Planning meeting: TBD by current Board of Directors. (Generally, in the New Port Richey, FL area)
2. Full Board Meetings at SOHO EXPO convention –
  - Thursday night board meeting 2 – 3 hours
  - Friday afternoon – Annual Business meeting
  - Sunday afternoon board meeting- 1 hour.
  - Board provided a small per diem to cover one night's hotel.

### Teleconferences:

\*Committees and board meeting by telephone conference calls throughout year.

- Board meets as needed (no more than 2x a year)
- Office Update calls Quarterly
- Committees of the SENPA board – 1-hour meetings. (Some committees meet more than others – usually a minimum of two times a year.)

\*Board members are required to attend the Strategic Planning and serve on 1-2 committees. Your preference is considered before placing you on a committee:

Membership/SOHO Events/Marketing/Infrastructure

Items needed by September 2, 2022:

Picture and Bio – no more than 150 words

Please include information about your business or your interest in the industry. (Length of time, location, community involvement etc.)

E-mail is our main form of communication with board members. Complete name, mailing address info, phone numbers (cell too). We will not give out your cell or home numbers.

Elections will be held at the annual business meeting, December 2, 2022, Gaylord Palms, Orlando, FL, during the SOHO EXPO. You need to attend this meeting.

Contact: Debra Short- Executive Director, [dshort@senpa.org](mailto:dshort@senpa.org)  
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34652 727.846.0320 office

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