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 **Policies and Procedures Manual**

The Board of Directors, as the Apartment Association of Kansas City governing body, is entrusted with the authority to establish policy for the governance of the Apartment Association of Kansas City by establishing parameters and guidelines for Board Members, committees, management and staff.

The purpose of our policies include:

* Inform everyone of Board intent, goals and aspirations.
* Prevent confusion among Board members, staff and the public.
* Promote consistency of Board action.
* Eliminate the need for instant (crisis) policy making.
* Reduce criticism of the Board and management.
* Improve public relations.
* Clarify Board member, executive and staff roles.
* Give management a clear direction from the Board.

**Source of Policies**

Committees of the Board, individual Board Members or the Association Executive may recommend new policies or changes to existing policies to the Board. All proposed policies will be researched to ensure that they are legal, and do not contradict already established policy or bylaws of AAKC. If approved by the board, policies will be written, coded, and dated at time of approval and included in all copies of the Board policy manual.

**Establishment of the Organization**

AAKC is established as a nonprofit corporation under the laws of this state. The Board of Directors is established as the authority to operate the AAKC in accordance with bylaws and Board policies.

AAKC business will be conducted in accordance with the laws of this state, the corporation's articles of incorporation, bylaws of the corporation, Board policies and generally accepted business practices that will accomplish the AAKC mission.

**AAKC Mission Statement**

We inspire, protect and connect our members in the rental housing industry through superior advocacy, education, and engagement.

**AAKC Vision Statement**

The recognized rental housing partner provides value through a diverse, impactful, and thriving membership.

**Authority of the Board of Directors**

Each member of the AAKC Board, together with other members of the Board, is legally and morally responsible for all activities of the AAKC, with indemnification consideration as outlined in Article VII, [[1]](#footnote-0)Section 10 of the AAKC bylaws. All members of the Board share in a joint and collective authority, which exists and can only be exercised when the with majority vote.

**Board Member Commitment**

Serving as a Board member of the AAKC involves a very special commitment. Prior to taking office all AAKC Board members shall be required to affirm such commitment by signing AAKC’s “Board Member Commitment to Serve” document each year they will be serving on the Board of Directors.

**Soliciting or Receiving Gifts**

Members of the AAKC Board must never offer, give, solicit or receive any form of bribe or kickback through their connection to AAKC. Board members must never solicit a personal gift of any kind from anyone who does business with AAKC. This restriction applies to both actual and proposed business transactions involving AAKC.

**Board Member Conflict of Interests**

Board members have a duty to subordinate personal interests to the welfare of AAKC and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Since it is not possible to write a policy that covers all potential conflicts, Board members and employees are expected to be alert for, and avoid situations, which might be construed as conflicts of interests.

Any possible conflict of interests on the part of any Board member should be disclosed to the other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a conflict of interests or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members, since his or her knowledge could be of assistance to the deliberations.

All Board members will be required to complete the "Conflict of Interests" statement. This policy will be reviewed by the board annually and given to each new Board member for signature at the beginning of their term of office.

**Legal Obligations of Board Members**

The principle of good faith means that Board members will:

* Read and understand AAKC’s policies and bylaws.
* Pay attention to corporate affairs and keep informed about organization activities.
* Ensure that AAKC is in compliance with legal requirements.

All AAKC Board members will be expected to recognize and accept their legal position as governing agents of AAKC.

**Ethical Obligations of Board Members**

The Board will periodically approve The Guiding Principles of the organization for Board members and AAKC members. All Board members will be given a copy of “The Guiding Principles”, and will be expected to adhere to the provisions of that code.

**Strategic Plan Development / Board Orientation**

To ensure that planning is based on the needs and preferences of current and potential constituents, AAKC Board and management will annually conduct a realistic assessment of AAKC service capabilities and analysis of trends likely to impact the future of AAKC. AAKC Board and management will then annually approve a strategic plan of work that is based on identified needs and preferences of current and potential constituents, and appraisal of AAKC service capabilities.

AAKC believes that the professional development of Board members is vital to good governance of AAKC and effective implementation of AAKC’s strategic plan.

**Directors' and Officers' Errors and Omissions Insurance**

It is the policy of AAKC to provide Directors and Officers liability insurance. The continuing need for such insurance will be reviewed each time the policy is due for renewal.

**AAKC Executive Director Position**

For the **AAKC staff**, the Executive Director:

* Supervises, directs and evaluates staff in their roles and performance.
* Provides overall control of and direction for the personnel of AAKC, including active participation in or approval of personnel actions.
* Manages volunteer staff activities.

In the area of **finance**, the Executive Director and the Treasurer:

* Prepare AAKC budgets and are accountable for control of these resources once approved by the Board.
* Direct all financial operations of AAKC.
* The Treasurer and Executive Director shall provide the Boards with accurate financial statements to the Board each Board meeting.

In the area of **planning**, the Executive Director:

* Evaluates the services being provided by AAKC in relation to specified goals and standards, and recommends modifications, where appropriate.
* Recommends new programs to the Board.
* Shall keep the Board informed regarding the progress of all important AAKC programs.
* Responsible for implementing and supporting the goals and strategic plan created by the Board.
* Shall be responsible for administering the program in accordance with Board policies and regulations.
* Shall be responsible for the selection and assignment of staff. This responsibility may be delegated by the Executive Director to other supervisory personnel.
* Shall provide the Board with data and information to enable the Board to make effective decisions.

In the area of **constituent relations**, the Executive Director manages all activities including coordinating Board activities in this area.

In the area of **public relations**, the Executive Director interprets the function of AAKC to the community by assisting the Board, through direct involvement and through public relations programs, including personal contact, descriptive program literature, and the media.

In the area of AAKC **organizational operations**, the Executive Director:

* Recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and economical operation of AAKC and its programs.
* Ensures implementation of the policies adopted by the Board.
* Has chief administrative responsibility for maintenance and rental agreements of agency facilities, and regular reporting to various bodies.
* Has the discretion of deciding if an activity or event is not in the best interest of the association or a direct conflict of interest with consultation of the President.
1. [↑](#footnote-ref-0)