**EC Nominating Committee**

**Candidate FAQ**

Thank you for considering serving your Association as a member of the APHA Executive Committee. To help you make an informed decision, below please find questions frequently asked regarding an Executive Committee position.

* EC Orientation

During your first month on the EC, the APHA Executive Director will meet with you (either at the APHA office or your home) to review your responsibilities and duties while serving on the Executive Committee.

* How many meetings are held each year?

The Executive Committee holds meetings approximately once per month, many of which are by conference call via Zoom. Physical meetings are held at Convention, at the Youth World Championship Show, and at the Open/Amateur World Championship Show. The committee also handles urgent matters through SLACK or email polls. Physical meeting may be one to two days. Conference calls are normally scheduled to last no more than two hours. All material for consideration during the meeting are provided in advance through electronic means.

* Are there other travel requirements?

A member of the Executive Committee may represent the Association at regional club functions, championship shows and races, and industry meetings.

* Does the Association pay for my travel and lodging while attending meetings and functions?

Yes, if you have been asked to attend a meeting or event on behalf of the Association, APHA will handle your travel arrangements. All travel must be preapproved by the President.

* Is there a per diem to cover other expenses?

You may request a daily per Diem for days that you are away from your home on Association business.

* Is there a Code of Ethics for the Executive Committee?

Yes, the Guidelines are listed below.

# Executive Committee Guidelines of Conduct

# (Code of Ethics)

The following are general principles each Executive Committee member should use to evaluate his conduct in meeting responsibilities to the Association's Board of Directors, the general membership, and to fellow Executive Committee members. As the Executive Committee has absolute power to regulate individual conduct of its members, subject only to ratification by the Board of Directors, any questions of propriety should be brought before and decided by the Executive Committee.

By adoption of these rules, the Executive Committee recognizes the ultimate success of the Association and its programs depends, to a large degree, on the sound judgment and unbiased attitude of the few, who are its Executive Committee.

Article IV, Section 9 of the Official APHA Rule Book states, "All members of the Executive Committee shall be governed by the Code of Ethics included in the APHA Organization Handbook and Policy Manual.

1.  **Attendance:** A member shall attend and fully participate in called meetings of the Executive Committee to exercise the individual responsibility granted to him/her by the Board of Directors. Priority of the Association's demands on his/her time and effort is secondary to that of his/her personal family, primary to that of all other matters.

2. **Conflict of Interest:** A member shall avoid a business or personal situation having a potential for conflict with his/her responsibilities to the Association, or which could tend to compromise his/her first duty to further the purposes and policies of the Association, or appear to conflict with them.

3. **Self-Interest:** A member shall refrain from the use of the Association, its personnel or property to further his/her own purposes or business gain and shall avoid situations or receipt of benefits which hint of favoritism.

4. **Confidentiality:** A member shall provide an atmosphere of total confidentiality for Executive Committee meetings, which allows for candid and frank discussion of personal views, a member shall not divulge information regarding Executive Committee meetings or the position of another member. Copies of all minutes of meetings of the Executive Committee shall not be circulated to other persons nor other persons be allowed access to them. Exception: A director/member may request a copy and it may be provided by the Executive Director.

5. **Opposing points of view:** A member will endeavor to foster harmonious relationships with other committee members by frank and good faith discussion in meetings, and, at all times be open minded, recognizing that expression of opposing view point is often healthy to ultimate committee decision.

6. **Pending litigation:** To coordinate the Association's defense and approach to the case, a member shall avoid individual discussion with a litigant or third parties concerning any litigation pending against the Association, but shall refer all inquiries to the Executive Director.

7. **Exhibiting:** The President and President-Elect and immediate family members as defined in AM-020 of the APHA Official Rule Book, should refrain from owning or exhibiting a horse at APHA-sponsored shows (i.e., World Championship Show) while serving in those respective positions.