

Director Candidate Guidelines and Responsibilities

SAPFM is an organization dedicated to the understanding, education, and appreciation of American period furniture. It is an all-volunteer organization with an elected Board of Directors that is responsible for the operation of the organization. Thank you for your interest in serving the organization as a member of the Board of Directors. The composition of the Board, and the skills, talents, experience and commitment are all important to the success of SAPFM. A threshold quality that any board member should have is a passion for SAPFM and recognition of the value and importance of the organization. A board member must also have the time available to discharge the duties described below, and a willingness to commit that time for the benefit of the organization. (The by-laws of SAPFM can be found [here](#).)

Ideally, the Board of Directors should consist of at least one professional woodworker/furniture maker. The board's make up should also include a few professionals still engaged in their careers, who bring organization, professional experience, and a variety of other skills to the Board of Directors. And lastly, other members with a significant amount of time to commit to SAPFM, (such as retired individuals), that possess skills beneficial to the organization.

The following traits are desirable in all board members:

1. A passion and love for this form of furniture and the preservation of the skills and advancement of the craft. The person might be a maker, collector or someone who just loves this furniture.
2. A team player. The person can work independently, but is also able to function effectively in a team environment.
3. Has time available to commit to the effort (explained in more detail below)

The Board meets in person in January the day prior to the beginning of the Williamsburg 18th Century Working in Wood. It is an important all day meeting that all members should plan to attend. In addition, the board meets from 4-6 times a year via a conference call. Those meetings typically last 2 hours, but members often spend 1-2 hours in preparation for this type of meeting. Board members who chair or are part of one of the other committees may meet at other times but these meetings are also usually by conference call. The time commitments for the various committees can be significant, and may also be seasonal (e.g. the mid-year conference). When possible, the board takes advantage of the mid-year conference to have as many working meetings as possible. But normally the full board of directors does not meet during the mid-year conference.

The professional woodworker component of the board represents the core of our educational mission. Their contribution will center on programmatic aspects of SAPFM. This individual or individuals should be expert at the craft, and in the best case, educators who are well-connected to others in the woodworking education and production fields. They bring the first hand knowledge and experience, as well as an understanding of the challenges that professionals in woodworking face. The

professional woodworker on the Board of Directors should be prepared to spend the majority of their commitment to the organization with an emphasis on the educational mission of SAPFM, including the mid-year meeting. Leading up to and executing the mid-year will require additional time from this category of board member. Although support will be provided by other board members regarding general logistics and organizational aspects of the mid-year conference, in the past the professional WW members(s) have shouldered a great deal of the content selection and delivery logistics.

The active or retired professional will be responsible for management and growth of SAPFM. The skills acquired in their professional and life experience outside of woodworking might involve role(s) that have included financial accountability (P&L), management of team/department, payroll responsibility such as the owner of business, or in the service industry (e.g. consulting, CPA, lawyer, advertising). The candidate should be accustomed to meeting deadlines, operating within limited budgets, and recognizing and dealing with the economic consequences of their actions. They should be strong team players with excellent skills in the areas of organizing and managing activities or events. Still others may bring unique skills such as museum connections, fund raising or in helping direct estate plans to charitable organizations, or familiarity in antique transactions as examples. The active professional should be prepared to spend approximately 2-3 hours per month, except for the annual meeting and quarterly conference calls. Ideally these professionals can progress to spend more time on SAPFM, either as they progress to a less time intensive period of their career or as they are able to fold SAPFM duties into their schedule. This is not, however, a requirement of this type of member.

The professional members of the Board who are able to make a significant time commitment (likely retired) will form the working backbone of SAPFM's operation. SAPFM needs the hours, experience and dedication of these board members to help keep the organization moving forward. There are a number of roles (and some require more time than others), a list of committees and officer positions appears below. In general, this group of board members will ideally plan on a commitment of 8-10 hours a month. For most candidates in this group, SAPFM should be their first or primary priority for volunteer work.

There are many rewards of being a part of the SAPFM Board of Directors. Those include having a meaningful impact on SAPFM's success and advancement, and on the body of educational resources available to a craft that might otherwise disappear. Board members' satisfaction can also come from helping to shape new initiatives and programs such as the educational program, member exhibits, and the collaborative museum efforts SAPFM undertakes. Members also get to meet and work with others of like mind and interests but from disparate backgrounds, and there is also a real sense of fellowship and collaboration among the members of the board. As a member of the Board of Directors, you have the opportunity to meet members at large in different and exciting venues and to listen to ideas and suggestions.

A board member will also be required to take on officer and/or committee roles. Officer positions are president, vice president, treasurer and secretary. Standing committees include Chapter Coordination, Mid-year Meeting Steering, Annual Meeting and Williamsburg Banquet, and Editorial Board. From time to time ad hoc committees help with such efforts as revamping the web site or recruiting a paid position. Depending on the committee, the time commitments may be limited to a specific event such as the mid-year or annual banquet. Those have intense effort but over a shorter period of time. Other committees such as the Chapter Coordination or Editorial Board have on-going commitments. Clearly some of the officer positions require more time. The president and treasurer roles require the greatest time commitment. The chapter coordinator has a special responsibility in that chapters are the principle human point of contact for many members of SAPFM (the other educational resources being paper or digital). Fostering the success of the chapters is of particular importance and this individual must be energetic, enthusiastic and effective. The other officers' time commitments vary depending on what other assignments and those responsibilities.

The SAPFM Board of Directors Candidate registration form can be found [here](#).