

KFAPA Requirements and Qualifications for Board President

- Maintain a membership in good standing with the National Foster Parent Association and with the Kansas Foster & Adoptive Parent Association (meet all the qualifications and duties outlined in the association's bylaws)
- Have the ability to be bonded
- have a working knowledge of the child welfare network in the state of Kansas
- Have administrative experience
- Have high-speed Internet access on a daily basis
- Be available on a daily basis
- Be knowledgeable about all KFAPA goals, activities, and events at all times
- Attend and preside over all meetings of the Kansas Foster and Adoptive Parent Association (meetings alternate throughout the five contract regions)
- Represent the Kansas Foster & Adoptive Parent Association as requested and/or as relevant at public events
- Attend and participate in the following:
 - monthly Children's Alliance Training Committee meetings and related events (held usually in Topeka)
 - quarterly RAPP (Relatives as Parents Program) meetings (held usually in Topeka)
 - KHDE BEST team meetings and activities whenever scheduled (held usually in Topeka)
 - SRS PIP (Performance Improvement Plan) meetings whenever scheduled (held usually in Topeka)
 - SRS Stakeholder Meetings whenever scheduled (held usually in Topeka and available via web/teleconference at selected sites throughout the state)
 - Foster Care Affair (held in Wichita) 1-2 times yearly
 - Governor's Conference on the Prevention of Child Abuse yearly (held alternately in Topeka and Wichita)
 - Governor's Conference Planning Committee meetings whenever scheduled (held in Topeka and Wichita and available via web/teleconference)
 - NFPA (National Foster Parent Association) events relating to Kansas (Walk Me Home, etc.)
 - NFPA Annual Conference (held in different parts of the US yearly)
 - CPA's (child placement agencies) meetings and activities whenever scheduled
- Network with CPAs and others within the child welfare system as needed
- File all reports as directed by the Board in a timely manner
- Present a positive image of the Kansas Foster & Adoptive Parent Association at all times
- Other duties as requested by the Board
- {Present a positive image of KFAPA at all times

KFAPA Requirements and Qualifications for Board Vice President

- Perform the duties of the President when the President is absent or otherwise unable to serve
- Perform other such duties as delegated by the President
- Be the editor, director and producer of the association's quarterly newsletter (posted on February 1, May 1, August 1, and November 1 of each year)

KFAPA Requirements and Qualifications for the position of Board Secretary

- Maintain a membership in good standing with the National Foster Parent Association and with the Kansas Foster and Adoptive Parent Association
- Have the ability to be bonded
- Have a working knowledge of the child welfare system of the state of Kansas
- Have high speed Internet access and email access on a daily basis
- Have working knowledge of administrative & secretarial responsibilities
- Have working knowledge of computer programs used by the Association
- Be available on a daily basis to handle KFAPA business affairs
- Be knowledgeable about KFAPA goals, activities and events at all times
- Be knowledgeable about IRS and KS Secretary of State forms and filings
- Maintain records of the activities of the association
- Attend and participate in all KFAPA meetings and events and keep appropriate records
- File annual report with the Secretary of State's office in November each year
- Maintain Board billing statements and file for reimbursement with SRS on regular (usually monthly or quarterly) basis
- Assist in the compilation of an annual report
- Represent the Kansas Foster & Adoptive Parent Association at public events as needed
- File IRS tax exempt forms by 11/15 of each year
- Maintain current membership list
- Represent KFAPA at community events as requested
- Send out correspondence, including yearly membership billing statements, membership postcards, and election ballots
- Accept all finances of the Kansas Foster & Adoptive Parent Association and direct the Treasurer when to deposit monies and make payments
- Present a positive image of KFAPA at all times

KFAPA Requirements and Qualifications for the position of Board Treasurer

- Maintain a membership in good standing with the National Foster Parent Association and the Kansas Foster and Adoptive Parent Association
- Have the ability to be bonded
- Maintain records of all financial transactions of the association
- Assist the secretary when requested in the completion of financial reports
- Attend all meetings of the association
- Provide accurate information about the financial status of the association upon request of the Board
- Participate in all KFAPA activities as requested by the Board
- Represent KFAPA as needed at community events
- Present a positive image of KFAPA at all times
- Be knowledgeable about KFAPA goals, events and activities at all times
- Have knowledge of general accounting principles and practice as they pertain to a non-profit corporation
- Have experience working with budgets, preferably with non-profit organizations
- Have a working knowledge of contracts and grants
- Be responsible for collecting from the Secretary and safeguarding all association funds
- Be responsible for all disbursement of association funds as authorized by the Board

KFAPA Requirements for the position of Regional Vice President

- Maintain a membership in good standing with the National Foster Parent Association and the Kansas Foster & Adoptive Parent Association
- Present a positive image of KFAPA at all times
- Be knowledgeable about KFAPA goals, events and activities at all time
- Develop and maintain a positive relationship with the placement agencies active within the respective region
- Develop and maintain a positive relationship with the foster, adoptive and kinship families within the respective region
- Attend all KFAPA Board meetings and special meetings
- Represent KFAPA at all appropriate community events within the respective region
- Present a positive image of KFAPA at all times
- Represent the interests of the foster parents within the respective region
- Live within the boundaries of the contract region being represented