

POSITION DESCRIPTION – President-elect

Qualifications: Active member for three years; two years of prior Board service

Term: One year, not renewable

Position Responsibilities:

- Act in place of the President when required.
- Serve as a member of the Executive Committee and board liaison to the Public Policy Committee.
- Chair the Chapter Presidents Council ensuring relevant issues and member needs are brought forward to the Board of Directors to evaluate impact to the strategic plan.
- Assist the President in mentoring new Board members.
- Perform other duties as assigned by the President.
- Succeed to the position of President.

Responsibilities of the Board of Directors

- Participate in the development of the strategic plan.
- Foster forward thinking while supporting the Association's mission, goals, policies, programs, strengths, and needs.
- Monitor programs and activities for relevance, mission alignment and achievement of expected outcomes.
- Review the materials that are distributed and help make prudent, informed decisions. Be prepared to ask questions and discuss issues at meetings. Understand the issues before voting on them. Be open to hearing all sides of questions before deciding.
- Support the majority decision – deliver a consistent message of the Board and not your opinion.
- Read and understand the financial statements. Oversee the financial status of the Association and make prudent financial decisions to ensure the financial stability of the organization.
- Participate in a Board orientation training session as scheduled.
- Voting member of the House of Delegates.
- Support the Executive Director.
- Make an annual gift to the Foundation.