



Board of Directors Job Description

President-Elect

Eligibility: AAPPN Voting Members (Clinical and Retired Members)

Term: One year, beginning January 1 followed by one year as President and one year as Past President.

Administrative Responsibilities:

- Serve as the secondary spokesperson for the association.
- Assist the Past President in Board and member recognition efforts.
- Serve as event MC in the absence of the President.
- Advise the President in working with the Executive Director and Lobbyist for decision-making and consultation.

Time Commitment: Approximately 2 hour per week, depending on activities.

Attendance Responsibilities:

Occurrence:

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| • Board of Directors meetings (by Zoom) | 4-5 times/year |
| • Leadership Retreat | Twice/year |
| • Spring Conference and other major events | 1-2 times/year |

Board Responsibilities:

- Serve as an ambassador for the association to membership and the professional community.
- Assist the President in leading the Board.
- Chair Board meetings if the President is unavailable.
- Participate in Board of Directors meetings as a voting member, representing interests of membership as a whole.
- Participate in AAPPN communications as desired, including responding to listserv or Facebook Group messages to assist members.
- Display accountability toward visioning for the association, including participating in activity planning, budget planning, activity assessment, advocacy efforts, etc.

Committee and Project Team Responsibilities:

- Serve as Chair of the Awards Team.
- Participate in committees and project teams as desired.